

PRISON ENTERPRISES

BOARD MEETING

July 16, 2024

1. Chairman Joseph Ardoin, Jr. called the meeting to order at 10:03 A.M. at Prison Enterprises (PE) Headquarters (HQ), Baton Rouge, Louisiana (LA). The roll call was conducted by Mrs. Labello.
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Jr., Chairman
Richard Oliveaux, Vice-Chairman
Eric Lane
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Beth Labello
Edna Palmer
Loyd Smith
3. Mr. Oliveaux led the group in prayer and the Pledge of Allegiance.
4. Mr. Ardoin stated that a quorum was not present and the June 18, 2024, Board meeting minutes could not be approved.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg reported the following updates:
 - a. All fiscal year (FY) 24 orders were fulfilled and delivered successfully.
 - b. PE paid up to 100 hours of compensatory time (K-Time) to employees who qualified and did not opt out of the payment.
 - c. Mr. Gray was separated from probation as PE's Administrative Program Director (APD). A list of qualified applicants is being reviewed and interviews will be scheduled soon.
 - d. PE continues its pursuit of transitioning from its current Enterprise Resource Planning (ERP) System (JD Edwards) to a more compatible, less antiquated system. LaGov was identified as a system that could potentially fit PE's needs, as it is used by many state agencies and includes OTS customer support. Should LaGov not meet PE's required specifications, other potential ERP systems have been identified as potential alternates.
 - e. The litigation that challenges agricultural labor ("Farm Line") practices at Louisiana State Penitentiary (LSP) is ongoing. The Plaintiff scheduled a site visit at LSP on July 22 for observation purposes and Director Stagg stated that she would be present for the visit.
7. Director Stagg asked Mr. Floyd for his updates and he reported as follows:
 - a. He and other staff have temporarily assumed many of the duties of the APD and the Administrative Program Specialist A (PE's Property Manager) until the vacancies are filled. Applications for both positions are being reviewed and interviews will be scheduled soon.

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- b. Ms. Lauren Milliner began on July 15 in a job appointment as PE's new Procurement Analyst 3.
 - c. The annual Canteen Standards Meeting is scheduled for July 25 at PE HQ. A representative(s) from each institution was invited to attend the meeting to discuss canteen items and to make recommendations on which products to add or remove. After the meeting, all recommendations will be given to the Canteen Standards Committee for approval.
 - d. No new property insurance claims were made.
8. Director Stagg asked Mr. Floyd for the sales and marketing update, on behalf of Ms. Lowe, and he reported as follows:
- a. PE received 5 significant Department of Corrections (DOC) job orders for June 2024 from LSP for uniforms, chairs, print, and mattresses, totaling \$22,372, from Dixon Correctional Institute (DCI) for mattresses, garments, uniforms, chairs, chemicals, and furniture, totaling \$298,179, from B.B. "Sixty" Rayburn Correctional Center (RCC) for chemicals and mattresses, totaling \$41,038, from David Wade Correctional Center (DWCC) for print, chemicals, garments, t-shirts, uniforms, and embroidery, totaling \$79,271, and from Elayn Hunt Correctional Center (EHCC) for garments, print, mattresses, and chemicals, totaling \$133,455.
 - b. PE received 1 significant quote from the Department of Insurance for furniture and chairs, totaling \$20,144.
 - c. Mr. Ryan Bonner began as PE's Marketing Representative 1 on June 24, and Ms. Ronell Johnson began as the Southeast LA Sales Representative on July 8. The vacant Southwest LA Sales Representative position was reposted and closed on July 4, and interviews are expected to be scheduled soon.
 - d. Sales and Marketing staff are attending the Louisiana Chiefs of Police (LACP) Conference in Alexandria, LA, and plan to attend the LA Sheriffs' Association (LSA) Sheriff's and Warden's Conference on July 28-August 1, in Destin, Florida.
 - e. PE received job orders totaling \$653,000 for June 2024 compared to job orders totaling \$618,000 for June 2023, and job orders Year-to-Date (YTD) totaling \$11.5 million for June 2024 compared to YTD job orders totaling \$10.4 million for June 2023.
 - f. PE received monthly job orders through July 12 for \$309,000 compared to orders totaling \$999,000 for all of July 2023, and YTD job orders totaling \$309,000 for July 2024 compared to YTD job orders totaling \$999,000 for July 2023.
9. Director Stagg asked Mr. Chapman for his updates and he reported as follows:
- a. The American Correctional Association (ACA) AM-H-2 monitoring site visit was conducted at Raymond Laborde Correctional Center (RLCC) on June 26. The ACA AM-H-2 monitoring site visit at Allen Correctional Center (ALC) is scheduled for July 17.
 - b. The Office of Risk Management's (ORM) required training was completed by all PE staff by June 30, and a new ORM audit period began on July 1.
 - c. Mr. Chapman continues updating the 2024 ACA files, as well as updating PE policies.

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10. Director Stagg asked Mrs. Palmer for the financial update and she reported as follows:

- a. The May 2024 final monthly sales decreased by \$172,000 and the final YTD sales decreased by \$1.4 million compared to May 2023. The May 2024 final monthly net income increased by \$923,000 and the YTD net income decreased by \$358,000 compared to May 2023.
- b. The June 2024 preliminary monthly sales decreased by \$775,000 compared to June 2023 and the preliminary YTD sales decreased by \$2.4 million compared to June 2023.
- c. Mr. Lane stated that the June preliminary financial statements appeared to be trending upwards and a discussion ensued on FY 25 financial goals. Director Stagg stated that prices for goods and raw materials have increased, and that prices for some of PE's products will also increase for FY 25.

11. Director Stagg asked Mrs. Farrar for the industries' updates, on behalf of Mr. Juneau, and she reported as follows:

- a. Ms. Aquilla Johnson began on July 8 as PE Supervisor for PE HQ's Warehouse.
- b. Two PE Supervisors are currently out on Family Medical Leave Act (FMLA).
- c. Interviews were conducted on July 10 for the PE Supervisor position at ALC and an offer to fill the vacancy is expected soon.
- d. Mr. Roger Fisher, LSP's Industries Relief Supervisor, is currently in the Training Academy through July 26.
- e. Two PE Truck Driver positions remain vacant with a continuous posting.
- f. Ms. Yolanda Harris was assigned as the LSP T-Shirt Factory Supervisor.
- g. Canteen Package Program (CPP) Summer Program deliveries were made and they are now working on return packages and preparing for inventory.
- h. The Tag Plant completed the Office of Motor Vehicle's (OMV) FY 24 orders, totaling 948,748 auto tags. The Plant received OMV's FY 25 Purchase Order (PO) for 948,748 regular auto tags and 24,500 specialty auto tags and is awaiting the first order.
- i. PE is working with 3M to produce samples of the America 250 auto tags to obtain approval from OMV. This tag will replace the brown pelican auto tags for 2 years.
- j. Metal Fabrication (Metal Fab) delivered the following Louisiana Correctional Institute for Women (LCIW) items to EHCC for storage: 20 cubicles (3 walls, 2 desks, and 2 beds w/drawers), 112 stools, and 5 double bunks with drawers. In total, there are 44 cubicles, 112 stools & 5 double bunks with drawers in storage.
- k. The project to replace freezer units 1 and 2 at the Wakefield Meat Plant began on July 10.
- l. The DCI Chair Plant is currently continuing discussions with a representative from Bay Products regarding the possibility of establishing a certification program for inmate workers.
- m. The parking lot repaving began at EHCC and PE is working with Warden Bordelon to ensure that interruptions at the EHCC Soap Plant are minimal.

12. Director Stagg asked Mr. Smith for the agriculture updates and he reported as follows:

- a. Rangeherd:

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- i. EHCC calves were worked and the heifers were weaned on July 11.
 - ii. The 2022 DCI replacement heifer calves (124 steers and 169 heifers) were weaned and shipped to DWCC on July 15.
 - iii. DCI heifers are to be palpated on July 23.
 - iv. Hay baling continues.
 - b. Row Crops:
 - i. LSP's corn is starting to mature and is expected to be ready for harvest by the first of August.
 - ii. The soybeans are looking exceptional.
 - c. Horse Program:
 - i. All of the foals in the horse program were looking good.
 - d. Timber:
 - i. Data is being collected for the bidding process for timber sales.
13. Mr. Ardoin stated that the next PE Board meeting will be held at ALC, with a tour of the Furniture Plant to follow, on August 20, 2024, at 10:30 A.M.
14. With no other business to discuss, the meeting adjourned at 10:33 A.M.

APPROVED


Misty Stagg, Director

Date