



PRISON ENTERPRISES
BOARD MEETING MINUTES
JUNE 23, 2025

1. Vice Chairman Mike Cazes called the June 23, 2025, meeting to order at 10:05 A.M. at Prison Enterprises (PE) Headquarters (HQ), Baton Rouge, Louisiana (LA). Mrs. Labello conducted the roll call.
2. Attendance:
 - 2.1 Members present:
Mike Cazes, Vice Chairman
Eric Lane
Neal Miller
 - 2.2 Members absent:
Harvey Honore
Shawn Sagrera
Tim Travis
Chris Wisecarver
 - 2.3 Prison Enterprises staff present:
Misty Stagg, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Kenny Juneau
Beth Labello
Julia Lowe
3. Mr. Cazes stated that a quorum was not present; therefore, the March 17, 2025, Board meeting minutes could not be approved.
4. Mr. Cazes called for any announcements or comments. Mr. Miller introduced himself and provided a general update on Mr. Joseph Ardoin's current medical condition.
5. Mr. Cazes then turned the meeting over to Director Stagg.
6. Director Stagg announced that Mr. Joseph Ardoin's term as a PE Board member ended on June 12, and Mr. Neal Miller was appointed as a new Board member on June 13. She then asked all attendees to introduce themselves.
7. Next, Director Stagg provided the following updates:
 - a. The Office of Motor Vehicles (OMV) canceled its plan to establish a Level One Call Center at the new Louisiana Correctional Institute for Women (LCIW) facility. The building originally designated for this purpose will remain under LCIW's use.
 - b. PE received 2 quotes for an Enterprise Resource Planning (ERP) system software upgrade. Quotes were obtained from JD Edwards and Global Shop Solutions (GSS), with GSS submitting the more affordable option. In the upcoming weeks, PE will



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work with the Office of Technology Services (OTS) to discuss preliminary logistics to begin the upgrade.

- c. PE's annual Awards and Training Conference was held on May 8, and a list of PE's 2024 award winners was included in the board folders.
 - d. The Office of State Buildings (OSB) is considering removing the Galvez Building from PE's Janitorial Services contract. However, discussions are ongoing regarding a possible 6-month extension. The contract renewal date is July 1.
 - e. Governor Landry issued an executive order instituting a statewide hiring freeze for state government agencies, effective April 11. Exemptions were granted for the Administrative Program Director and PE Supervisor positions. Exemption requests for the Administrative Program Specialist A (Property Control Manager) and PE Truck Driver positions were submitted, with a response still pending from the authorizing agency.
 - f. Governor Landry launched a new initiative to identify and eliminate unused or unnecessary printers and devices statewide. PE submitted exemption requests for printers essential for field offices and specialized accounting functions.
 - g. The recovery of funds from an account at the Navy Federal Credit Union for fraudulently cashed checks was turned over to the Department of Corrections (DOC) Legal Department. PE instituted new check mailing procedures to help prevent future fraudulent activity.
 - h. Several industries have increased productivity to fulfill fiscal year-end (FYE) orders and to prepare for the upcoming hurricane season.
8. Director Stagg asked Mr. Floyd for his updates, and he reported as follows:
- a. Accounting staff are conducting FYE physical inventories at all operations through July 3.
 - b. The annual Canteen Standards Meeting is scheduled for July 30 at PE HQ. Representative(s) from each institution will attend the meeting to discuss and recommend items for addition to or removal from the canteen standards list, which must then be approved by the Canteen Standards Committee. Upon approval, the new bidding process will begin.
 - c. The Canteen Package Program is reaching the end of its 5-year contract term with its current vendor. A request for new proposals will be initiated in July, with the new contract beginning on January 1.
 - d. On May 21, Director Stagg and Mr. Floyd presented during a National Correctional Industries Association (NCIA) sponsored webinar on commissary services and canteen operations.
 - e. The Property Control Manager is coordinating with the Louisiana Property Assistance Agency (LPAA) for the removal of surplus equipment and scrap materials from PE operations.

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- f. Interviews for the vacant Administrative Program Director position will take place this week.
- 9. Next, on behalf of Mrs. Palmer, Mr. Floyd presented the following financials:
 - a. The January 2025 final year-to-date (YTD) sales increased by \$637,296, and the final YTD net income decreased by \$111,389 compared to January 2024.
 - b. The February 2025 final YTD sales increased by \$999,118, and the final YTD net income increased by \$318,186 compared to February 2024.
 - c. The March 2025 final YTD sales increased by \$847,048, and the final YTD net income decreased by \$203,882 compared to March 2024.
 - d. The April 2025 final YTD sales increased by \$752,937, and the final YTD net income increased by \$2,710 compared to April 2024.
 - e. The May 2025 final YTD sales increased by \$1.5 million, and the final YTD net income decreased by \$745,608 compared to May 2024.
 - f. The May 2025 final monthly sales increased by \$752,709, and the final monthly net income decreased by \$748,318 compared to May 2024.
- 10. Mr. Lane inquired about crop yields, harvest sales, and their impact on the monthly financials.
- 11. Director Stagg asked Mrs. Farrar for her updates, and she reported as follows:
 - a. Mr. Kenny Juneau and Mr. Allen Barton recently completed a Forklift Certification Train-the-Trainer course, enabling them to train and certify staff and inmate workers on the forklift.
 - b. Mr. Reames enrolled in the Certified Horsemanship Association's *Western Instructor Certification Program*, scheduled on November 17-21 in Waco, Texas. Upon certification, he will be qualified to train and certify PE staff and inmate workers in riding and utilizing horses at PE's livestock operations.
- 12. On behalf of Mr. Reames, Mrs. Farrar provided the following livestock updates:
 - a. Calves at Louisiana State Penitentiary (LSP) Livestock Production & Management and Elayn Hunt Correctional Center (EHCC) Cow/Calf Production & Management are receiving booster vaccinations and de-wormers in preparation for August weaning.
 - b. Six (6) loads of LSP and one (1) load of EHCC steers will be sold at the upcoming Superior Livestock Auction for August delivery.
 - c. All remaining steers will be transferred to the David Wade Correctional Center (DWCC) Calf Backgrounding Program for conditioning for future sale.
 - d. Ten (10) horses were sold at the Southwest Horse Sale on March 22, totaling \$35,063. Nine (9) mares foaled this spring, and 10 mares were bred.
- 13. Next, Mrs. Farrar provided the following row crop updates:

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- a. Seven hundred twenty (720) acres of corn were planted and are progressing well. Harvest is scheduled to begin in August.
 - b. One thousand two hundred forty (1,240) acres of soybeans were planted. Herbicide application was completed, and the crop is being monitored for insect damage. The harvest will begin in September with bookings in place for 10,000 bushels at Consolidated Grain & Barge in Vidalia, LA.
14. Lastly, Mrs. Farrar provided the following update on Land and Timber Management:
- a. The timber consultant provided harvest recommendations for timber at Winn Correctional Center (WCC). Mrs. Farrar, Mr. Reames, PE Procurement staff, and DOC HQ Procurement Managers are scheduled to meet to finalize bidder solicitation plans for upcoming timber sales.
15. Director Stagg asked Mr. Chapman for his updates, and he reported as follows:
- a. PE's American Correctional Association (ACA) reaccreditation is scheduled for October 22-23, and Mr. Chapman is updating the required files.
 - b. AM-H-2 monitoring site visits were conducted at Dixon Correctional Center (DCI) on April 16, EHCC on April 30, and LSP on June 11, with no significant findings.
 - c. Site visits are scheduled at Raymond Laborde Correctional Center (RLCC) on June 25 and Allen Correctional Center (ALC) on July 16.
 - d. Mr. Chapman plans to conduct ACA training for new PE Supervisors at LSP in July.
 - e. The Office of Risk Management (ORM) audit period ends on June 30. Mr. Chapman is reviewing staff training and documentation to ensure compliance.
16. Director Stagg asked Ms. Lowe for the Sales and Marketing update, and she reported as follows.
17. PE is receiving FYE orders from various facilities, including DCI for chairs, linens, towels, and garments, totaling \$156,000.
18. PE received requests for 3 significant quotes from:
- a. LSP for furniture, totaling \$20,044;
 - b. Probation and Parole Headquarters for furniture and uniforms, totaling \$39,460;
 - c. Jefferson Parish Probation and Parole for furniture, totaling \$20,314; and
 - d. Kenner Fire Department for furniture, totaling \$35,000.
19. Sales and Marketing staff are scheduled to attend the LA Chiefs of Police Conference on July 14-16 in Baton Rouge, and the LA Sheriffs Association (LSA) Sheriffs and Wardens Conference on July 27-31 in Destin, FL.
20. Lastly, Sales and Marketing staff are working on:
- a. Fiscal year (FY) 2025-26 benchmarking and product pricing;
 - b. The 2025-26 PE Catalog;
 - c. Submitting compliance files to the ACA Manager; and
 - d. Monitoring all FYE orders.



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21. Director Stagg asked Mr. Juneau for the industries' updates, and he provided the following updates:
- a. All industries are actively working to fulfill FYE orders, with some working overtime to complete and deliver orders.
 - b. The Canteen Package Program (CPP) 2nd Quarter Program's ordering period ended, and deliveries to the institutions are expected to be completed by the end of the week.
 - c. License Plate Production completed OMV's final FY order, consisting of 194,646 auto tags.
 - d. Mattresses and Janitorial Supplies produced and delivered 1,100 mattresses to LCIW's new facility.
 - e. Metal Product Manufacturing is working on the LCIW metal furniture project. To date, 287 cubicles, 568 stools, 106 bunk beds, 24 cell block wall-mount beds, and 13 cell block beds have been delivered. Installation of phase 3 furniture is pending facility readiness to receive the furniture.
22. Director Stagg stated that DOC leadership is impressed with the completion and installation of the LCIW metal furniture. She commended Mr. Juneau and his staff for a job well done.
23. Mr. Cazes stated that the next PE Board meeting will be held at PE Headquarters on July 21, 2025, at 10:00 A.M.
24. With no other business to discuss, the meeting adjourned at 10:42 A.M.

APPROVED

Misty Stagg, Director
6/18/25
Date