

PRISON ENTERPRISES

BOARD MEETING

March 17, 2025

1. Chairman Joseph Ardoin, Jr. called the meeting to order at 10:01 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
Mike Cazes
Harvey Honore'
Shawn Sagrera
Tim Travis
 - 2.2 Prison Enterprises staff present:
Misty Stagg, Director
Jeremy Brown
Deloy Chapman
Brooke Farrar
Scot Floyd
Kenny Juneau
Beth Labello
Julia Lowe
Edna Palmer
Dylan Reames
3. A quorum was declared present and Mr. Ardoin called for approval of the outstanding Board meeting minutes. Mr. Travis moved, seconded by Mr. Honore, to approve the June 18, 2024, July 16, 2024, August 20, 2024, and November 19, 2024, Board Meeting minutes. With no objections or discussion, the motion passed.
4. Mr. Ardoin called for nominations for the 2025 Board Chairman. Mr. Travis nominated Mr. Ardoin and there were no other nominations. Mr. Travis moved, seconded by Mr. Honore, to re-elect Mr. Ardoin as Chairman of the Board. With no objections or discussion, the motion passed.
5. Mr. Ardoin called for nominations for the 2025 Board Vice-Chairman. Mr. Honore nominated Mr. Cazes and there were no other nominations. Mr. Honore' moved, seconded by Mr. Travis, to elect Mr. Cazes as Vice-Chairman of the Board. With no objections or discussion, the motion passed.
6. Mr. Ardoin turned the meeting over to Director Stagg.
7. Director Stagg introduced Mr. Mike Cazes and Mr. Shawn Sagrera as new PE Board members and then she asked the other meeting attendees to introduce themselves.
8. Director Stagg presented a brief overview of PE's industry and agriculture operations at 7 facilities throughout the state.
9. Next, Director Stagg provided the following updates:
 - a. The 2025 Legislative Session is scheduled to begin on April 14 and PE's Ancillary Budget Bill for fiscal year (FY) 2025-26 is expected to be heard;

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- b. PE continues to search for an Enterprise Resource Planning (ERP) software upgrade from JD Edwards. A few different vendors are scheduled to provide a demonstration of their system in the upcoming weeks;
 - c. The 2024 Office of Risk Management (ORM) compliance review was performed on March 6 and PE was found in compliance with a score of 99.23%;
 - d. Metal Product Manufacturing began installing bed units at the new Louisiana Correctional Institute for Women (LCIW) Building D1;
 - e. Work to redesign PE's website is slated to begin in the upcoming months;
 - f. Research for potentially developing an Office of Motor Vehicles (OMV) Level One Call Center at LCIW continues; and
 - g. PE's 2024 Annual Awards and Training Conference is scheduled for May 8 at Boudreaux's Catering, and all Board members are invited to attend.
10. Director Stagg asked Mr. Floyd for his updates and he reported as follows:
- a. Four (4) PE employees are registered to attend the National Correctional Industries Association (NCIA) Annual Conference on April 14-17, where the Raymond Laborde Correctional Center (RLCC) Clothing Production Supervisor will be honored as the South Central Region Staff Award recipient; and
 - b. Director Stagg and Mr. Floyd will participate in a presentation on commissary services in an NCIA-sponsored webinar in May.
11. Director Stagg asked Mrs. Farrar for her updates. Mrs. Farrar explained her roles at PE and then deferred to the Industries and Agriculture Managers to provide their updates.
12. Director Stagg asked Mr. Brown for the administrative updates. Mr. Brown deferred to Mrs. Palmer for the financial updates and Ms. Lowe for the Sales and Marketing update. He then reported that procurement staff continued to work on blanket orders and contracts for the 2025 calendar year.
13. Director Stagg asked Mr. Chapman for his updates and he reported as follows:
- a. The American Correctional Association (ACA) re-accreditation is scheduled for October 22-23;
 - b. Mr. Chapman plans to conduct an ACA AM-H-2 monitoring site visit Dixon Correctional Institute (DCI) on April 17, and at Elayn Hunt Correctional Center (EHCC) on April 30; and
 - c. Mr. Chapman continues to update PE policies and monitor PE staff's required training for the year.
14. Director Stagg stated that financial statements for August 2024 through November 2024 were in each member's Board folder for review. Then, she asked Mrs. Palmer to provide the following financial updates:
- a. December 2024's final monthly sales decreased by \$2,100 and the final year-to-date (YTD) sales decreased by \$220,765 compared to December 2023.
 - b. December 2024's final monthly net income decreased by \$102,679 and the final YTD net income decreased by \$570,307 compared to December 2023.
 - c. January 2025's preliminary monthly sales increased by \$861,382 and the preliminary YTD sales increased by \$640,617 compared to January 2024.

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- d. February 2025's preliminary monthly sales increased by \$128,622 and the preliminary YTD sales increased by \$769,240 compared to February 2024.
- 15. Director Stagg asked Ms. Lowe for the Sales & Marketing updates and she reported as follows:
 - a. Ms. Lowe provided information on the Sales & Marketing Departmental duties, such as producing PE's sales catalog, brochures, and the Annual Report;
 - b. Sales & Marketing staff are scheduled to attend the LA Library Association Conference on March 20-22, in Baton Rouge, LA; and
 - c. Sales & Marketing has one staff vacancy for a Southwest LA Sales Representative.
- 16. Mr. Travis inquired about the potential for working with the Ernest Morial Convention Center in New Orleans as clients. Ms. Lowe stated she plans to request a meeting with their staff after Mardi Gras.
- 17. Director Stagg spoke briefly on inmate jobs and PE's mission to offer job training and valuable skill sets to inmates to help foster a strong work ethic. PE's programs and certifications are crucial for the safety and security of the institutions and the successful reintegration of inmates upon release.
- 18. Director Stagg asked Mr. Juneau for the industries' updates, and he provided a brief overview of some at Louisiana State Penitentiary (LSP) industries, as follows:
 - a. The Canteen Package Program (CPP) is a program that allows family and friends an opportunity to order approved clothing, personal hygiene, and food items for their incarcerated loved ones in state institutions. The 1st Quarter Program's order picking began the first week of March and is expected to be completed and delivered to the institutions by April 10;
 - b. License Plate Production produces over a million auto tags each year, with over 950,000 of those tags produced for distribution by the OMV; and
 - c. Metal Product Manufacturing is working on a large project to provide 304 cubicle units (3 walls, 2 desks, and 2 beds w/drawers) for LCIW's new facility. Phase 1 of the project is nearly complete with approximately 80 cubicles and 40 bunk beds installed.
- 19. Director Stagg asked Mr. Reames for the agriculture updates and he reported as follows:
 - a. Livestock:
 - i. Calving season was completed at LSP and EHCC and spring workings are scheduled to begin on April 1;
 - ii. Breeding season will continue until May 1;
 - iii. DCI is expected to consign 3 loads of feeder heifers to Superior Livestock Auction on April 16-17;
 - iv. Ten (10) horses are expected to be consigned to the Southwest Horse Sale on March 22; and
 - v. Four (4) mares foaled and 6 mares were still in foal.
 - b. Combined Row Crops:
 - i. Corn planting on approximately 700 acres began on March 13; and

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- ii. Soybean planting on approximately 1,340 acres inside the levee will begin in April. River stages will play a factor in decisions for planting outside the levee.
- c. Land Management:
 - a. Mr. Reames is working with the timber consultant on a package bid proposal for timber at B.B. "Sixty" Rayburn Correctional Center (RCC); and
 - b. The consultant is preparing harvest projections and replanting recommendations for Winn Correctional Center (WCC).
- 20. Mr. Sagrera expressed an interest in touring the LSP livestock operations with Mr. Reames.
- 21. Mr. Ardoin stated that the next PE Board meeting will be held at LSP, with a tour of some of PE's operations to follow, on May 19, 2025, at 10:00 A.M.
- 22. With no other business to discuss, the meeting adjourned at 10:42 A.M.

APPROVED

Misty Stagg, Director

Date