



PRISON ENTERPRISES BOARD MEETING MINUTES

November 17, 2025

1. Chairman Mike Cazes called the November 17, 2025, Prison Enterprises' Board Meeting to order at 10:16 a.m. at Prison Enterprises (PE) Headquarters (HQ) in Baton Rouge, Louisiana (LA). Mrs. Labello conducted the roll call and announced that a quorum was present.
2. Attendance:
 - 2.1 **Members present:**
Mike Cazes, Chairman
Harvey Honore
Tim Travis
Shawn Sagrera
 - 2.2 **Members absent:**
Eric Lane
Neal Miller
Chris Wisecarver
 - 2.3 **Prison Enterprises staff present:**
Misty Stagg, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Kenny Juneau
Beth Labello
Julia Lowe
Marcus Ryan
3. Mr. Cazes called for approval of the outstanding Board meeting minutes. Mr. Honore moved, seconded by Mr. Travis, to approve the minutes of the September 15, 2025, Board meeting. With no objections or discussion, the motion passed.
4. Mrs. Labello presented the proposed Board Meeting schedule for 2026 for discussion and approval. Mr. Honore moved, seconded by Mr. Travis, to approve the 2026 Board Meeting Schedule as presented. With no objections or discussion, the motion passed.
5. Mrs. Labello reminded the Board of their 2025 educational training requirements and gave them information on how to access the courses.
6. Mr. Cazes turned the meeting over to Director Stagg.
7. Director Stagg announced her intent to retire, effective January 2, 2026. She also announced that Mr. Joe Buttross, PE's previous Administrative Program Director, and currently an Assistant Warden at Elayn Hunt Correctional Center (EHCC), was named as her replacement. Mr. Buttross is expected to start in early December and will be double encumbered in the position until Director Stagg's retirement. A discussion ensued on the transition period between now and January.
8. Next, Director Stagg asked Mr. Chapman to provide information on PE's American Correctional Association (ACA) reaccreditation audit.
 - a. Mr. Chapman stated that PE's ACA reaccreditation audit was completed on October 20-21, and PE scored 100% compliance in mandatory and non-mandatory standards. Mr. Floyd, Mrs. Farrar, and Mr. Chapman plan to attend the ACA Conference on February 6-8, in Long Beach, CA to answer questions before a panel and receive PE's certificate.
 - b. Director Stagg gave accolades to Mr. Chapman, who was instrumental in preparing records and coordinating the entire audit reaccreditation process. She also provided praise to the PE



PRISON ENTERPRISES

BOARD MEETING MINUTES

November 17, 2025

staff who work hard to comply with ACA standards on a daily basis, and for their diligent preparation for the audit.

9. Next, Director Stagg stated that PE continues working with a vendor, Atlo, to potentially offer an online Beef Quality Assurance (BQA) Certification for inmates. Atlo is currently testing the online modules to ensure that they are secure for use in a correctional institution. Director Stagg met with PE leadership and agriculture staff to discuss the components of the BQA program and future potential offerings pertaining to PE's livestock operations. She stated that Dr. Navarre, an LSU Extension Veterinarian, is interested in conducting in-person livestock handling demonstrations for inmates and staff at LSP.
10. Director Stagg stated that DOC's Budget Office requested justification for 5 PE job vacancies that have been vacant for more than 12 months. Director Stagg provided justification that these jobs had been advertised many times, but suitable candidates have not yet been identified. A discussion ensued on the pay scale for these vacancies and how they are being advertised.
11. Director Stagg asked Mr. Floyd for his updates, and he had nothing new to report.
12. Director Stagg asked Mrs. Farrar for her updates, and she reported the following updates:
 - a. Two (2) Master Sergeant, the DCI Regional Manager, and the Quality Assurance Coordinator (QAC) for PE HQ positions were posted, and interviews were pending.
 - b. Mr. Reames is attending the Certified Horsemanship Association's *English Western Instructor Certification Program* this week in Waco, Texas. Once certified, Mr. Reames will be able to train PE staff and inmate workers in riding and utilizing horses at PE's livestock operations.
13. Next, on behalf of Mr. Reames, Mrs. Farrar provided the livestock and agriculture updates as follows:
 - a. LSP Livestock Production & Management:
 - i. Sold 4 horses at the Southwest Horse Sale on October 25, totaling \$12,933.
 - ii. Beginning to supplement cattle with liquid feed and cubes until the rye grass is ready to graze.
 - iii. Calving season has begun.
 - b. Elayn Hunt Correctional Center (EHCC) Cow/Calf Production & Management:
 - i. Calving season has begun.
 - c. David Wade Correctional Center (DWCC) Calf Backgrounding Program:
 - i. Two (2) loads of steers were sold on the Superior Livestock Auction on October 2.
 - ii. Seventy-four (74) 675 lb. steers sold for an estimated \$3.70 per lb.
 - iii. Ninety-two (92) 550 lb. steers sold for an estimated \$4.15 per lb.
 - iv. DWCC is housing a few newly purchased bulls until the rye grass is ready to graze at LSP.
14. Dixon Correctional Institute (DCI) Heifer Development:



PRISON ENTERPRISES

BOARD MEETING MINUTES

November 17, 2025

- a. The heifers were receiving liquid feed, minerals, and hay. They will graze on rye grass once it's ready.
- 15. Row Crops:
 - a. To date, the total corn revenue is \$434,923 or \$3.92 per bushel (bu). Approximately 4-5 loads of corn remain to sell at a later date if it's not used for feed.
 - b. 42,328 bu. of soybeans sold for \$419,306, or averaging \$9.90/bu.
- 16. Land Management:
 - a. The Winn Correctional Center (WCC) timber harvest contract was submitted to DOC for review and approval.
 - b. There are 2 potential Timber Consultants interested in contracting with PE to provide timber consulting services. Mr. Reames is working with each consultant to obtain quotes.
- 17. A discussion ensued about the ongoing shortage of trustee inmate workers who can fill the jobs at PE's livestock operations and in other industries.
- 18. Director Stagg asked Mr. Ryan for his updates, and he reported as follows:
 - a. Mr. Ryan is working to onboard a new consultant to provide assistance with the current JD Edwards Enterprise Resource Planning (ERP) system.
 - b. Mr. Ryan is also working on a Request for Proposal (RFP) for Global Shop Solutions (GSS) as PE's new ERP system.
 - c. Mr. Ryan is working with JP Morgan Chase to establish future electronic payments, in-house check printing, and potentially incorporating the new ERP system.
- 19. Next, Mr. Ryan provided the following financial update:
 - a. The July 2025 final year-to-date (YTD) sales increased by \$310,689, and the YTD net income increased by \$494,085 compared to July 2024.
 - b. The July 2025 final monthly sales increased by \$310,689, and the monthly net income increased by \$494,085 compared to July 2024.
 - c. The August 2025 preliminary YTD sales increased by \$323,137, and the preliminary monthly sales increased by \$12,448 compared to August 2024.
 - d. The September 2025 preliminary YTD sales increased by \$1 million, and the preliminary monthly sales increased by \$716,145 compared to September 2024.
 - e. The October 2025 preliminary YTD sales decreased by \$213,074, and the preliminary monthly sales decreased by \$1.2 million compared to October 2024.
- 20. Mr. Floyd stated that the financial figures were very preliminary and will change as agriculture and other figures are processed.
- 21. Director Stagg asked Mr. Chapman for his updates, and he reported as follows:
 - a. Allen Correctional Center (ALC) and Raymond Laborde Correctional Center (RLCC) also had their reaccreditation audits last month. The audits included inspections of RLCC



PRISON ENTERPRISES

BOARD MEETING MINUTES

November 17, 2025

Clothing Production and ALC Wood Furniture & Restoration, and both institutions received 100% compliance in mandatory and non-mandatory standards.

- b. Mr. Chapman is working on the AM-H-2 monitoring site visit schedule for 2026.
 - c. Mr. Chapman is working on the Office of Risk Management (ORM) audit documentation for next year's audit.
 - d. Mr. Chapman continues to update the accounting policies and monitor staff training requirements.
22. Director Stagg asked Ms. Lowe for the Sales and Marketing update, and she reported as follows:
- a. PE received 3 significant quote requests from:
 - i. Youth Challenge Program – Minden for bunk beds and mattresses, totaling \$142,500.
 - ii. Camp Minden for metal beds, lockers, and other dorm furniture, totaling \$439,657.
 - iii. Pinecrest Supports and Services Center for dining room chairs, totaling \$25,000.
 - b. Sales and Marketing staff are scheduled to attend the LA Chapter of National Institute of Governmental Purchasing (NIGP) Conference on December 3-5 in Lake Charles.
 - c. Other sales and marketing updates included:
 - i. Ms. Lowe is working with Gatorworks on PE's new website design.
 - ii. Ms. Lowe met with a new OEI sales representative to discuss chair preferences at other correctional industries, and she may consider replacing some PE chair offerings to increase sales at Office Seating.
 - iii. Potential sales leads:
 - 1. The new Boys and Girls Club in Covington for metal benches, trash cans, chemicals, etc.
 - 2. The new Tangipahoa Parish Code Enforcement for outfitting their new building, opening in early 2026.
 - 3. Bayou Lafourche Fresh Water District for outdoor furniture for 3 boat launches, estimated at \$15,000.
23. Director Stagg asked Mr. Juneau for the industries' updates, and he reported as follows:
- a. Mansfield Oil Company delivered all equipment for the new FuelTrac System to Freight Services. Installation of the equipment is expected to begin soon.
 - b. The 60 & 100 KW generators were installed at Cold Storage and Distribution. The last step is to coordinate with Demco on switching the power to the new breaker box.
 - c. Product picking for the 4th Quarter Canteen Package Program was completed, with deliveries expected to be completed by December 1.
 - d. License Plate Production continued working on the Office of Motor Vehicles (OMV)'s first FY order of 430,795 auto tags.
 - e. RLCC and Southwest Transitional Work Release Program (SWTWP) Clothing Production and ALC Wood Furniture and Restoration were working overtime to complete job orders.
 - f. Canteen Distribution and Warehousing began producing 16,000 Christmas bags to distribute to for the DOC correctional facilities.



PRISON ENTERPRISES
BOARD MEETING MINUTES

November 17, 2025

- g. A pre-bid conference meeting is scheduled for tomorrow to discuss the new Metal Fab Building bidding process.
 - h. A Bay Products representative is planning to visit Office Seating in December to discuss the chair certification program.
 - i. On October 28, Mr. Ricky Harrington, PE Truck Driver, completed the Beef Quality Assurance (BQA) Transportation Certification.
24. A discussion ensued regarding canteen product distribution and how the products are received by the institutions.
25. Mr. Cazes stated that the next PE Board meeting will be held at PE Headquarters on January 20, 2026, at 10:00 a.m.
26. With no other business to discuss, the meeting adjourned at 10:59 a.m.

Approved by:

Joseph D. Buttross III, PE Director

1/23/26
Date