



PRISON ENTERPRISES

BOARD MEETING MINUTES

September 15, 2025

1. Vice Chairman Mike Cazes called the September 15, 2025, Prison Enterprises' Board Meeting to order at 10:53 a.m. at the Louisiana State Penitentiary (LSP) in Angola, Louisiana (LA). Mrs. Labello conducted the roll call and announced that a quorum was present.
2. Attendance:
 - 2.1 **Members present:**
Mike Cazes, Vice 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
Dylan Reames
Marcus Ryan
3. Mr. Cazes called for approval of the outstanding Board meeting minutes. Mr. Sagrera moved, seconded by Mr. Honore, to approve the minutes of the March 17 and June 23, 2025, Board meetings. With no objections or discussion, the motion passed.
4. Mrs. Labello announced that Mr. Joseph Ardoin's Board term ended on June 12 and created a vacancy for the Board Chair position. Mr. Cazes opened the floor for discussion on nominations for a new Chair. Mr. Travis nominated Mr. Cazes as Board Chair, and there were no other nominations. Mr. Travis moved, seconded by Mr. Honore, to elect Mr. Cazes as Chairman of the Board for the remainder of 2025. With no objections or discussion, the motion passed.
5. Mr. Cazes called for nominations for the Board Vice-Chairman. Mr. Honore nominated Mr. Sagrera, and there were no other nominations. Mr. Honore moved, seconded by Mr. Travis, to elect Mr. Sagrera as Vice-Chairman of the Board for the remainder of 2025. With no objections or discussion, the motion passed.
6. Mr. Cazes then turned the meeting over to Director Stagg.
7. Director Stagg introduced Mr. Marcus Ryan as PE's new Administrative Program Director, effective August 11, 2025.
8. Next, Director Stagg provided the following updates:



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- a. Mr. Juneau trained and certified 2 PE Supervisors and 3 Raymond Laborde Correctional Center (RLCC) inmates on the forklift. Several other RLCC inmates showed interest in becoming certified.
 - b. PE is working to establish an inmate Chair Certification Program through Bay Products.
 - c. Mr. Reames is enrolled in the Certified Horsemanship Association's *Western Instructor Certification Program* on November 17-21 in Waco, Texas. Once certified, Mr. Reames will be able to train and certify PE staff and inmate workers in riding and utilizing horses at PE's livestock operations.
 - d. PE is working with the Department of Corrections (DOC) Education Department, staff from the National Cattlemen's Beef Association, and a vendor (Atlo) to potentially offer an online Beef Quality Assurance (BQA) Certification for inmates. Requirements and logistics, such as internet access and security concerns, are being researched. In addition, Dr. Navarre, an LSU Extension Veterinarian, expressed interest in conducting in-person classes and demonstrations at LSP. The BQA also offers a Transportation Certification, which Mr. Juneau will work with PE Truck Drivers who haul livestock to take.
 - e. On September 3, Mrs. Farrar went to the Civil Service Commission Meeting, along with DOC's HR Director, Teresa Davis, to accept an award for 100% compliance on PE's Civil Service Compliance Audit. PE was the only agency to receive a certificate for 100% compliance at this meeting.
 - f. On September 11, Director Stagg visited Dixon Correctional Institute (DCI) operations with Secretary Westcott to film footage for the Secretary's new video series, "Both Sides of the Fences".
9. Director Stagg asked Mr. Floyd for his updates, and he reported as follows:
- a. On September 9-11, Mr. Floyd and Mr. Reames attended the National Association of Institutional Agribusiness (NAIA) Conference in Hot Springs, AR, where they participated in tours of 2 Arkansas prisons, met with colleagues, learned about other agriculture programs, and met with vendors.
10. Director Stagg asked Mrs. Farrar for her updates, and she reported that several vacant staff positions were posted. Qualified applicant lists were received, and interviews were scheduled, or will be scheduled shortly, for:
- i. Accountant Technician
 - ii. PE Supervisor (North Louisiana territory sales representative)
 - iii. Administrative Program Specialist A (Property Control Manager)
 - iv. Quality Assurance Coordinator (QAC) for DCI and Elayn Hunt Correctional Center (EHCC)
 - v. LSP Industries Relief Supervisor
 - vi. LSP Farm Supervisor
11. Director Stagg asked Mr. Ryan for his updates, and he reported as follows:



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- a. The Fiscal Year (FY) 2026-27 major acquisitions and repairs lists were submitted to the DOC Budget Office, and included a new Enterprise Resource Management (ERM) System.
 - b. Accounting staff were working to complete and submit the Annual Financial Report (AFR).
12. Next, Mr. Ryan provided the following financial update:
- a. The June 2025 preliminary year-to-date (YTD) sales increased by \$3 million, and the YTD net income increased by \$1.8 million compared to June 2024.
 - b. The June 2025 preliminary monthly sales increased by \$1.5 million, and the preliminary monthly net income increased by \$2.5 million compared to June 2024.
13. Director Stagg asked Mr. Chapman for his updates, and he reported as follows:
- a. Mr. Chapman is reviewing staff training documentation to ensure compliance with the Office of Risk Management (ORM) and DOC annual training requirements.
 - b. PE's American Correctional Association (ACA) reaccreditation audit is scheduled for October 20-21, and Mr. Chapman is updating the required files and conducting AM-H-2 monitoring site visits at all PE operations in order to prepare.
 - c. Mr. Chapman is currently working with accounting staff to update all PE Accounting Policies.
14. Director Stagg asked Ms. Lowe for the Sales and Marketing update, and she reported as follows:
- a. PE received 2 significant job orders from:
 - i. The Office of Juvenile Justice (OJJ) in Monroe for linens, garments, chemicals, and uniforms, totaling \$238,251.
 - ii. Caddo Correctional Center for metal bunk beds, totaling \$19,500.
 - b. PE received 3 significant quote requests from:
 - i. Kenner Fire Department for furniture, totaling \$35,000.
 - ii. Swanson Center for Youth - Columbia for garments, chemicals, mattresses, and uniforms, totaling \$53,525.
 - iii. Camp Minden for metal beds, lockers, and other dorm furniture, totaling \$439,657.
 - c. Sales and Marketing staff are scheduled to attend the 2025 Keep Louisiana Beautiful State Conference in Baton Rouge on September 23-24.
15. Ms. Lowe stated that Sales and Marketing staff are currently working on the following potential collaborations:
- i. Outfitting the new Desoto Parish Sheriff's Office and Detention Center.
 - ii. Metal furniture for the Acadiana Regional Juvenile District Center's new building.
 - iii. Recreational metal products, such as picnic benches and trash cans, for the Chappapeela Sports Park.
 - iv. Scheduling a meeting with the Morial Convention Center to assess their needs.
16. Director Stagg asked Mr. Juneau for the industries' updates, and he reported as follows:
- a. A new FuelTrac System Purchase Order (PO) was awarded to Mansfield Oil Company on September 2, and equipment setup at Freight Services was pending.



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- b. A new 60 KW generator was fully installed at Cold Storage and Distribution. A new 100 KW generator is expected to arrive soon and will be installed upon delivery.
 - c. Freight Services began hauling soybeans on September 8.
 - d. The Canteen Package Program began its 3rd Quarter Package Program. Picking for the orders began on August 19, and all packages are expected to be delivered by September 23.
 - e. License Plate Production continued working on the Office of Motor Vehicles (OMV)'s first FY order of 430,795 auto tags.
 - f. In August, Metal Product Manufacturing completed the large metal furniture project for the Louisiana Correctional Institute for Women (LCIW).
 - g. All operational building signs were re-made to display the updated cost center names and the new PE logo.
17. Director Stagg asked Mr. Reames for the agriculture updates, and he reported as follows:
- a. Cattle workings and inventory of various herds are scheduled at LSP and EHCC this month.
 - b. Weaning and shipping of steer calves was completed at LSP and EHCC, with 628 steer calves sold, totaling \$1.2 million.
 - c. Two (2) loads of steer calves remain to sell from DWCC.
 - d. Four (4) horses are expected to be sold at the Southwest Horse Sale on October 25.
 - e. The corn harvest was completed, and over 100,000 bushels were delivered to various grain elevators. Approximately 8,000 bushels remain to be delivered. The estimated total harvest is 127,000 bushels, with an estimated total revenue of \$440,000. Fifteen thousand (15,000) bushels are being retained to make feed for PE's livestock.
 - f. The soybean harvest of 1,240 acres began on September 8.
 - g. Ryegrass planting is expected to begin soon.
 - h. PE received 2 bids for timber harvesting at Winn Correctional Center (WCC), and is working with an LSU Ag Center Extension Agent to review the bids. The search for a new timber consultant is underway.
18. Director Stagg stated that the group is welcome to tour LSP's PE industries after the meeting.
19. Mr. Cazes stated that the next PE Board meeting will be held at PE Headquarters on November 17, 2025, at 10:00 A.M.
20. With no other business to discuss, the meeting adjourned at 11:25 a.m.

APPROVED

Misty Stagg, Director
11/18/25
Date