

February 23, 2021
(via Zoom)

3/17/21
Date

1. Due to the COVID-19 pandemic, the Board Meeting was held via Zoom Teleconferencing. To comply with social distancing requirements in the Executive Staff conference room, Director Stagg, Mr. Floyd, Mrs. Henderson, and Mrs. Burrell were the only PE Executive Staff that attended the meeting. Ms. Montalbano was present to take the minutes of the Board Meeting.
2. Chairman Joseph Ardoin called the meeting to order at 10:02 AM via Zoom.
3. Attendance:
 - 3.1 Members Present:
 - Joseph Ardoin, Chairman
 - Harvey Honore'
 - Richard Oliveaux
 - Tim Travis
 - Chris Wisecarver
 - 3.2 Prison Enterprises Staff Present:
 - Misty Stagg, Director
 - Angela Burrell
 - Scot Floyd
 - Kacie Henderson
 - Michelle Montalbano
4. Mr. Ardoin acknowledged that enough board members were present for a quorum; therefore, a vote to approve the February 18, 2020, November 17, 2020, the December 15, 2020, and January 19, 2021 board meeting minutes would be taken. Mr. Wisecarver made a motion to approve as written the above noted minutes. The motion was seconded by Mr. Oliveaux and it passed unanimously.
5. Next, Mr. Ardoin stated that an election to select a Chairman and Vice Chairman for the PE Board would be held. Mr. Ardoin opened the floor for nominations. Mr. Oliveaux nominated Mr. Ardoin for Chairman and Mr. Wisecarver seconded the nomination. As there were no more nominations, Mr. Ardoin was declared Chairman. Mr. Ardoin then opened the floor for nominations for Vice-Chairman. Mr. Honore' nominated Mr. Oliveaux for Vice-Chairman and Mr. Wisecarver seconded the nomination. As there were no more nominations, Mr. Oliveaux was declared Vice-Chairman.
6. Mr. Ardoin turned the meeting over to Director Stagg.
7. Director Stagg began by stating that due to the ice storms in Louisiana, PE (and all state offices) were closed February 15th and 17th. She noted that PE operations did not experience any ice storm related issues.
8. Next, Director Stagg reported on several equipment issues. She discussed the equipment needs for Elayn Hunt Correctional Center (EHCC) Soap Plant, PE Headquarters, and PE's farming operations. Director Stagg has begun to implement an equipment replacement schedule.
9. Director Stagg asked Mr. Floyd for his updates.

10. Mr. Floyd began by reporting that PE operations at Dixon Correctional Institute (DCI) and Louisiana State Penitentiary (LSP) are experiencing a shortage of inmate workers due to COVID-19 quarantines at both institutions. As an example, he stated that the normal crew of twenty (20) inmates at Canteen Package Program (CPP) is temporarily reduced to eight (8). He also noted that picking at CPP is scheduled to begin March 11th.
11. Continuing, Mr. Floyd provided an update on the Southwest Transitional Work Program (TWP) Garment Factory. The number of workers increased from twenty-one (21) to forty-eight (48) inmates. The optimum number of workers for the Garment Factory is between eighty (80) and one hundred (100) inmates. The factory is expected to begin full production and accumulating finished inventory in March.
12. Next, Mr. Floyd reported on PE's agriculture operations. He stated that the LSP operations are also challenged by a shortage of inmate workers due to COVID-19 quarantines.
13. Lastly, Mr. Floyd provided an update on tree-planting at Southwest TWP. Approximately, four hundred seventy-five (475) acres of trees were planted. The consultant suggested that it is possible the trees will have to be sprayed in late spring to early summer.
14. Director Stagg added that the Mississippi River remains below flood stage and corn planting will begin as the weather clears and the fields become drier.
15. Mr. Wisecarver inquired on ice storm issues or damages in the Agriculture operations.
16. Mr. Floyd replied that no ice storm issues were reported thus far.
17. Mr. Wisecarver inquired on the intuitional demands for products.
18. Mr. Floyd explained that Canteen Distribution Center (CDC) sales increased in December and January.
19. Mr. Wisecarver asked what factors could be attributed to the spike in sales.
20. Director Stagg stated that it is likely sales increased due to the COVID-19 pandemic and receipt of stimulus checks. Discussions ensued regarding supplemental funding and its timing effects on fiscal year (FY) 2021 year end orders.
21. Director Stagg then asked Mrs. Henderson for her updates.
22. Mrs. Henderson reported that although most contracts are in place, PE continues to work with the Office of State Procurement (OSP) to establish new contracts for items that vendors did not renew due to price increases.
23. Next, Mrs. Henderson provided an update on Sales and Marketing beginning with three (3) significant Department of Corrections (DOC) job orders. An order from B.B. "Sixty" Rayburn Correctional Center (RCC) for linens, janitorial supplies, inmate clothing, and officer uniforms totaling \$43,506, Louisiana Correctional Institute for Women (LCIW) for print and inmate clothing totaling \$24,355, and EHCC for inmate clothing, linens, and print totaling \$22,833. Additionally, Mrs. Henderson reported that Probation and Parole (P&P) placed a significant job order for print, office furniture, and chairs totaling \$17,171.
24. Continuing, Mrs. Henderson reported that the Jackson Parish Sheriff's Office was given a quote for bunks, mattresses, and tables totaling approximately \$180,000. She added that the St. George Fire Station is interested in purchasing furniture and the City of Alexandria's District Attorney's office is interested in ordering custom furniture pieces.
25. Lastly, Mrs. Henderson reported that job orders for the month of January 2021 were \$416,000 compared to \$737,000 for January 2020. Year-to-date (YTD) job orders for January 2021 were \$4.8 million and the YTD job orders for January 2020 were \$5.1 million. The February 2021 monthly job orders to date were \$173,000 compared to \$876,000 for all of February 2020. The current YTD job orders to date were \$4.9 million compared to \$5.9 million through February 2020.

26. Director Stagg asked Ms. Burrell for the financial update.
27. Mrs. Burrell reported that December 2020 finalized YTD sales for Industries were \$4.7 million compared to \$4.9 million in December 2019. Agriculture YTD sales for December 2020 were \$2.2 million compared to \$1.8 million in December 2019. Retail YTD sales for December 2020 were \$7.3 million compared to \$5.7 million in December 2019. Overall, YTD sales for December 2020 increased by \$1.8 million compared to December 2019.
28. Next, Mrs. Burrell reported that December 2020 finalized YTD net income for Industries was a loss of \$227,000 compared to net income of \$287,000 in December 2019. Agriculture YTD net income for December 2020 was a loss of \$171,000 compared to a loss of \$754,000 in December 2019. Retail YTD net income for December 2020 was \$546,000 compared to \$171,000 in December 2019. Overall, YTD net income for December 2020 increased by \$628,000 as compared to December 2019.
29. Then, Ms. Burrell stated that January preliminary monthly sales through January 19, 2021 increased by \$148,000 and preliminary YTD sales for January 2021 increased by \$1.9 million compared to December 2020.
30. Lastly, Ms. Burrell reported that the Accounting Department has several interviews scheduled for February 25 – 28, 2021. Additionally, Ms. Burrell stated that she expects to complete the January financials by March 5, 2021.
31. Mr. Wisecarver questioned PE's plan for managing the increase in CDC sales and maintaining the momentum.
32. Director Stagg discussed the potential effects of introducing more products, increasing PE staff, inmate workers, and inventory levels on products. She noted that with an increase in sales, volume increases and the shelf life and space requirements of products must also be taken into consideration.
33. Continuing, Director Stagg reported on the electronic cigarette pilot program and potentially making the program available to LSP and other institutions if the pilot allows. Additionally, she discussed the possibility of PE industries expanding into RCC and the new LCIW.
34. Director Stagg and Mr. Wisecarver reviewed PE's product selection process and CDC's space constraints, administrative costs, and profitability.
35. Mr. Oliveaux inquired on canteen purchases by RCC.
36. Director Stagg acknowledged that PE sells canteen items to RCC and that she and Warden Bickham have discussed the potential of housing a PE program there.
37. Mr. Ardoin set the next meeting via Zoom, for 10:00 AM, Tuesday, March 16, 2021 and adjourned the meeting at 10:29 AM.

Today's Date: 3/12/2021 Date Completed: _____

REVIEW

PRISON ENTERPRISES

Board Meeting Minutes

Tuesday, February 23, 2021

Please review the attached Board Meeting Minutes . Make any corrections/suggestions, initial & date

RETURN TO MICHELLE ASAP

<u>Staff Member Initial</u>	<u>Date</u>
Danny Hoover	was not present
Kenny Juneau	was not present
Angela Burrell	<u>AB</u> <u>3/12/21</u>
Vickii Melius	was not present
Brooke Farrar	was not present
Kacie Henderson	
Scot Floyd	<u>SF</u> <u>3/12/21</u>
Misty Stagg	<u>MS</u> <u>3/12/21</u>