

Prison Enterprises Board Meeting

March 21, 2023

APPROVED
Misty Stagg
Misty Stagg, Director
5/16/23
Date

1. Chairman Joseph Ardoin called the meeting to order at 10:00 AM at Elayn Hunt Correctional Center (EHCC), St. Gabriel, Louisiana (LA).
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Chairman
Harvey Honore'
Richard Oliveaux
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Kenny Juneau
Vickii Melius
Michelle Montalbano
Kelly Ransome
Loyd Smith
Eddie Williams
3. Mr. Ardoin acknowledged that that not enough board members were present for a quorum; therefore, the election for chairman and vice-chairman of the board could not be held nor could they approve the November 15, 2022, December 20, 2022, January 17, 2023, and February 21, 2023 board meeting minutes.
4. Then, Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg began by thanking Warden Bordelon and staff for providing the conference room and for planning and coordinating the meeting. She recognized EHCC's continued support of PE and the successful partnership with the PE Soap Plant and Rangeherd operations.
6. Next, Director Stagg reported that the 2023 regular LA Legislative Session begins April 10th and concludes on June 8th.
7. Continuing, Director Stagg announced that PE's Annual Awards and Training Conference is scheduled for April 13, 2023 at Red Stick Social. Training sessions begin at 9:00 AM and awards are being presented at 2:00 PM.
8. Lastly, Director Stagg reported that PE in collaboration with the Department of Corrections (DOC) Communication Director produced the first of several planned film videos promoting PE's mission regarding the skills, training, and benefits PE provides to its inmate workers. The first videos consist of interviews with an inmate worker from the Metal Fabrication Shop and the Canteen Distribution Center (CDC). The video will be included on PE's website and other social media platforms upon approval.
9. Then, Director Stagg asked Mr. Floyd for his updates.
10. Mr. Floyd reported that PE received approval for Mr. Floyd, Mr. Juneau, Bryant Bourgeois (Quality Assurance Coordinator), and Chris Ponthieux (Furniture Plant Supervisor) to

attend the 2023 National Correctional Industries Association (NCIA) Training Conference in Bellevue, Washington April 23 – 27, 2023. The conference offers a variety of workshops and panels relevant to PE's operations. It provides a great opportunity for PE staff to network with other correctional industry professionals and to build new partnerships for raw materials and supplies. Additionally, at the NCIA Awards Banquet Mr. Juneau will be recognized as the recipient of the 2023 South Central Region Staff Award for his extraordinary skill, superior performance, and leadership abilities.

11. Then Mr. Floyd stated that he would he would provide information as needed during the individual staff updates.
12. Director Stagg asked Mrs. Ransome for the administrative update.
13. Mrs. Ransome began with a staff update. The Accountant 1/2 position was re-announced and closes March 30th. The Administrative Assistant 4 submitted her resignation. Her last day to work is March 31st.
14. Next, Mrs. Ransome provided a purchasing update. The used Ford van purchased to replace a Soap Plant van is scheduled to be picked up at LA Property Assistance Agency (LPAA) this week. There are less established CDC contracts being cancelled due to the vendor's inability to obtain items and/or provide items at the contract prices. PE submitted twenty-one (21) day bids for corn, whole oats, and soy hull pellets. A purchase order (P.O.) for soybean seed is being entered today.
15. Lastly, Mrs. Ransome reported that the November preliminary financial statement is expected to be completed today. The finalized statements for November and December are scheduled to be included in the April 18th Board Meeting folders.
16. Director Stagg asked Mr. Chapman for his updates.
17. Mr. Chapman began by providing updates on the preparations being done for PE's Office of Risk Management (ORM) audit being conducted on March 28th.
18. Next, Mr. Deloy stated that as PE's Safety Compliance Officer he completed the Sedgwick safety and training classes provided by ORM.
19. Continuing, Mr. Chapman announced that the PE's Offender Safety and Orientation packet is near completion.
20. Lastly, Mr. Chapman reported that most of PE operations submitted their American Correctional Association (ACA) files. Additionally, PE staff members continue to be supportive and cooperative in all ACA Accreditation efforts.
21. Director Stagg asked Mrs. Farrar for her updates.
22. Mrs. Farrar reported that all existing PE Policies in Section II are revised. Revisions on Section III Marketing and Management are currently underway.
23. Then, Director Stagg asked Mr. Williams for the financial update.
24. Mr. Williams reported that October 2022 final year-to-date (YTD) sales were \$10.7 million compared to \$10.6 million in October 2021, an increase of \$38,000. October 2022 final YTD net income was a loss of \$81,000 compared to a loss of \$63,000 in October 2021, a decrease of \$18,000. November 2022 preliminary YTD sales were \$12.8 million compared to \$12.8 million in November 2021, a decrease of \$45,000. November 2022 YTD net income was a loss of \$67,000 compared to a loss of \$48,000 in November 2021, a decrease of \$18,000. December 2022 preliminary monthly sales decreased by \$807,000 compared to December 2021 monthly sales and preliminary YTD sales decreased by \$853,000 compared to December 2021 YTD sales. January 2023 preliminary monthly sales

- decreased by \$359,000 compared to January 2022 and January 2023 preliminary YTD sales decreased by \$1.2 million compared to January 2022 YTD sales.
25. Director Stagg asked Mrs. Melius for the sales and marketing updates.
 26. Mrs. Melius began by reporting PE received five (5) significant DOC job orders. An order from EHCC for inmate clothing, linens, janitorial supplies, lockers and officer uniforms totaling \$364,375, an order from Raymond Laborde Correctional Center (RLCC) for inmate clothing and janitorial supplies totaling \$53,219, an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for janitorial supplies and inmate clothing totaling \$44,308, an order from Louisiana State Penitentiary (LSP) for print totaling \$32,479, and an order from David Wade Correctional Center (DWCC) for janitorial supplies and linens totaling \$30,307.
 27. Additionally, Mrs. Melius reported that PE received two (2) significant job orders. An order from the West Baton Rouge Courthouse for wooden bench seats totaling \$39,250 and an order from Caddo Parish Sherriff's Office for inmate clothing and linens totaling \$29,700.
 28. Continuing, Mrs. Melius provided an update on potential and/or upcoming jobs such as a judge's desk and several types of tables for West Baton Rouge Parish Courthouse, the University of Louisiana at Lafayette for re-upholstery of dining booth cushions and potentially refurbishing housing furniture, and the Louisiana (LA) House of Representatives for refurbishing sixty-five (65) chairs of which half PE has begun refurbishing, custom bookcases for St. Tammany Parish School Board, and custom wood furniture for the dining area at Holly Beach Fire Department.
 29. Then, Mrs. Melius reported that the Town of Port Barre that has not ordered in five (5) years, placed an order for inmate clothing and mattresses.
 30. Additionally, Mrs. Melius stated that the sales and marketing staff attended the LA Police Jury Association Conference March 8th – 9th in Shreveport and plan to attend the LA Sherriff's Association Jail Training Conference April 2nd – 5th in Lake Charles.
 31. Lastly, Mrs. Melius reported monthly job orders for February 2023 were \$773,000 compared to \$395,000 for February 2022 and year-to-date (YTD) job orders for February 2023 were \$8.3 million compared to \$7.2 million for February 2022. Monthly job orders through March 17, 2023 were \$285,000 compared to \$337,000 for all of March 2022 and the current YTD job orders for March 2023 were \$8.6 million compared to \$7.5 million through March 2022.
 32. Director Stagg then asked Mr. Juneau for his updates.
 33. Mr. Juneau began with a staff update. Matthew Alexander began working as a PE Truck Driver on February 13th. Shanahn Smith began working as a PE Supervisor at the ALC Furniture Plant on February 20th. PE Truck Driver Darryl Harrell submitted his resignation with March 10th as his last day. The PE Truck Driver position was posted and closed March 19th.
 34. Next, Mr. Juneau provided a purchasing and equipment update.
 - a. 40,000 pounds from the 80,000 pounds of aluminum awarded in August was received February 22nd and the remaining 40,000 pounds is expected to arrive soon.

- b. An order for another 80,000 pounds of aluminum was submitted on February 20th.
 - c. An order of Scotchlite is expected to arrive this week.
 - d. The tractor truck and the dry van grain trailer for transportation were received.
 - e. An order for a 2nd tractor truck for transportation was submitted for processing.
 - f. The lathe machine for Metal Fabrication (Metal Fab) is expected to arrive in mid-April.
35. Lastly, Mr. Juneau provided updates on some projects and industries.
- a. The Canteen Package Program (CPP) is making deliveries for the 2023 Spring Program. They are expected to be completed on March 31st.
 - b. The Tag Plant is working on two (2) OMV orders totaling 413,440 licenses tags.
 - c. Metal Fab continues to work overtime on the wall lockers for EHCC, picnic tables for Louisiana Department of Education (LDOE), triple bunks for the Terrebonne Parish Sheriff's Office, and bunks for the Jackson Sheriff's Office.
 - d. The Mattress factory is busy building inventory for fiscal year end orders and hurricane season.
 - e. The T-shirt Factory is working overtime. The supervisor, Mrs. Fields retires March 31st.
 - f. The Southwest Transitional Work Program Garment Factory is working overtime on jumpsuits.
 - g. The Chair and Embroidery Plants are working overtime on chair kits and embroidering uniforms.
 - h. The Soap Plant is producing approximately one hundred (100) cases of bar soap a day. The plant received an order of soap pellets and submitted a P.O. for additional soap pellets. The chemical bid for the Soap Plant opened March 14th.
36. Mr. Oliveaux inquired on the difficulty obtaining truck drivers and whether Civil Service is working on changing the pay scale to be competitive with the private sector wages of \$22.50 - \$40 per hour.
37. Director Stagg explained that she previously made a request to Civil Service for a special entrance rate (SER) adjustment for PE's PS positions. The truck driver was the only position that qualified due to the turnover percentage for that position. However the adjustment was much less than was requested and has not improved recruitment as of now. At a later time an additional request was made for a (SER) adjustment and it was denied.
38. Then, Director Stagg asked Mr. Smith for the agriculture update.
39. Mr. Smith began with a rangeherd update. He reported that spring cow herd calving was complete. The cows are grazing and gaining weight. Spring cattle working began and shipping should be completed by the end of the month. The ryegrass was fertilized and looks good. Sorting of the DCI replacement heifers began. Four hundred eighty-one (481) head were placed with the bulls for breeding and two hundred sixty (260) will be sold in May at the video livestock auction.
40. Next, Mr. Smith reported that corn planting began March 2nd and was completed on March 8th. Seven hundred fifty-two (752) acres of corn was planted. Soybean planting is expected to begin in April.
41. Continuing, Mr. Smith reported that PE expects to have sixteen (16) to eighteen (18) mares to breed. Breeding assessments are being decided. Five (5) 2022 foals are ready to halter break and the two (2) year olds are being ridden.

42. Lastly, Mr. Smith reported that the timber at Winn Correctional Center (WNC) was inspected in February and the consultant's recommendations and reports are expected soon. Additionally, the timber consultant reported that the timber at DWCC looks good and recommends clear cutting several areas.
43. Mr. Oliveaux inquired on the number of cattle and PE staff at EHCC Rangeherd.
44. Mr. Smith reported the cattle count at EHCC is two hundred fifteen (215) and one (1) staff member.
45. Director Stagg and Mr. Oliveaux discussed PE's agriculture staffing at DCI.
46. Mr. Oliveaux asked if consideration was given to moving the EHCC cattle to Dixon Correctional Institute (DCI).
47. Mr. Smith explained that DCI does not have adequate space for the additional cattle. The cattle at EHCC are using the adjacent Louisiana State University (LSU) land.
48. Director Stagg interjected that PE has a partnership in place with LSU.
49. Mr. Oliveaux inquired on PE's current cash position compared to last year.
60. Director Stagg and Mr. Oliveaux discussed PE's financial status and cash flow regarding establishing an industry at RCC.
50. Next, Mr. Ardoin inquired on the autopsy results of the forklift driver.
51. Director Stagg reported that in simple terms his death was determined to be a heart attack.
52. Mr. Oliveaux complemented Director Stagg and staff for doing a good job.
53. Mr. Ardoin stated that the next meeting was scheduled for April 18, 2023 at PE Headquarters.
54. Mr. Ardoin adjourned the meeting at 10:32 AM.