

APPROVED

Misty Stagg, Director
Date

Prison Enterprises Board Meeting

June 20, 2023

1. Chairman Joseph Ardoin called the meeting to order at 10:06 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, 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
 - Loyd Smith
3. Mr. Ardoin acknowledged that that not enough board members were present for a quorum, therefore a vote to approve the board meeting minutes for May 16, 2023 could not be taken.
4. Then, Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg began the meeting with a staff update. Brook Farrar was promoted to Assistant Deputy Director, effective June 12th. Kelly Ransome (Administrative Program Director) resigned Edwin Williams (Accountant Manager 2) was separated from probation. The Administrative Program Director position was announced and a candidate selected. However, the Accountant Manager 2 position was announced and no viable candidates were interviewed. The Accountant Manager 2 position will be re-announced.
6. Next, Director Stagg discussed the challenges PE is experiencing in obtaining qualified candidates and the lack of applicants. Noting that she requested approval for a special entrance rate (SER) adjustment for accounting staff.
7. Additionally, Director Stagg announced that that PE intends to pay eighty (80) hours of earned K-time before the fiscal year ends.
8. Continuing, Director Stagg reported that, supplemental funding was reduced in the passage of the amended House Bill (HB) 560. Therefore, the funding PE anticipated to purchase materials to begin manufacturing beds for the LA Correctional Institute for Women (LCIW) was reduced, however it should be in the next year's budget.
9. Lastly, Director Stagg provided an update on PE's preparations and expectations for ensuring the industries have adequate inventory levels to successfully fill all fiscal year end (FYE) orders.
10. Mr. Oliveaux inquired on the amount of money PE plans to receive from HB 560 and how will the money be used.
11. Director Stagg explained that the funding will be used to begin purchasing materials for the large LCIW beds order.
12. Then, Director Stagg asked Mr. Floyd for the administrative and financial updates.

13. Mr. Floyd provided a staff update. The Accountant 1/2, the Accountant 3, and the Administrative Assistant 4 positions will likely be reposted.
14. Next, Mr. Floyd announced that PE has several solicitations out for bid.
15. Continuing, Mr. Floyd reported that February 2023 final monthly sales were \$2.7 million compared to February 2022 monthly sales of \$2 million, an increase of \$693,000 and February 2023 final year-to-date (YTD) sales were \$19.7 million compared to February 2022 YTD sales of \$20 million a decrease of \$327,000. February 2023 monthly net income was a loss of \$51,000 compared to February 2022 monthly net income of \$56,000, a decrease of \$107,000. February 2023 YTD net income was a loss of \$152,000 compared to February 2022 YTD net income of \$472,000, a decrease of \$624,000. March 2023 final monthly sales were \$2.9 million compared to March 2022 monthly sales of \$1.7 million, an increase of \$1.14 million. March 2023 YTD sales were \$22.6 million compared to March 2022 YTD sales of \$21.8 million, an increase of \$809,000. March 2023 final monthly net income was \$344,000 compared to March 2022 monthly net loss of \$235,000, an increase of \$579,000. March 2023 final YTD net income was \$192,000 compared to March 2022 net income of \$237,000, a decrease of \$45,000.
16. Mr. Floyd reported that April 2023 final monthly sales were \$2.1 million compared to April 2022 sales of \$2.1 million, a decrease of \$58,000 and April 2023 final YTD sales were \$24.6 million compared to \$24 million in April 2022, an increase of \$750,000. April 2023 final monthly net income was \$60,000 compared to April 2022 net loss of \$2,500, an increase of \$63,000. April 2023 final YTD net income was \$252,000 compared to April 2022 YTD net income of \$235,000, an increase of \$17,000.
17. Then Mr. Floyd reported that May 2023 preliminary monthly sales were \$2.7 million compared to May 2022 monthly sales of \$3.2 million, a decrease of \$500,000 and May 2023 preliminary YTD sales were \$27.4 million compared to May 2022 YTD sales of \$27.1 million, an increase of \$262,000.
18. Lastly, Mr. Floyd announced that PE's Canteen Standards Meeting is scheduled for July 25th at PE HQ's.
19. Director Stagg noted that the janitorial crews for Department of Corrections (DOC) HQ's complex changed to LCIW inmates.
20. Next, Director Stagg asked Mr. Chapman for his updates.
21. Mr. Chapman reported that he met with the Office of Risk Management (ORM) to inquire on some of the audit results and obtain additional clarification on training documents. As a result of the meeting, PE's audit score is expected to increase.
22. Next, Mr. Chapman stated that he conducted an AM-H-2 monitoring site visit at Raymond Laborde Correctional Center (RLCC) Garment Factory and they were found to be in compliance. The factory is very clean and runs very efficiently. Additionally noted was that an AM-H-2 monitoring site visit is scheduled to be conducted at Allen Correctional Center (ALC) Furniture Plant on July 12th.
23. Lastly, Mr. Chapman reported that PE's 2023 American Correctional Association (ACA) files are being updated for a review by DOC's Central Office ACA Manager on August 10th.
24. Director Stagg asked Mrs. Farrar for her updates.
25. Mrs. Farrar stated that revisions to PE Policies in Section III Marketing Management continue. Upon completing the policy revisions, Mr. Chapman will be responsible for maintaining PE policies.

26. Then, Director Stagg asked Mrs. Melius for the sales and marketing update.
27. Mrs. Melius began by reporting PE received three (3) significant DOC job orders. An order from LA State Penitentiary (LSP) for furniture, chairs, print, and officer uniforms totaling \$113,027, an order from ALC for janitorial supplies, linens, print, inmate clothing, and chairs totaling \$46,959, and an order from Elayn Hunt Correctional Center (EHCC) for linens and inmate clothing totaling \$39,475.
28. Additionally, Mrs. Melius reported that PE received a significant job order from the Office of Juvenile Justice (OJJ) Baton Rouge for furniture totaling \$59,535.
29. Next, Mrs. Melius reported that a quote was submitted to the Audubon Library for custom furniture totaling \$102,153.
30. Continuing, Mrs. Melius provided an update on potential and/or upcoming jobs such as furniture for Pine Crest Support Services, the Secretary of State, Bayou Black Fire Department, and three (3) state parks: Lake Bistineau, Fontainebleau, and Tickfaw. Additional inquiries included the Town of Ferriday for embroidered shirts and LA State University (LSU) Fire and Training for signs.
31. Then, Mrs. Melius reported that two (2) new customers (East Feliciana Water District 7 and Slaughter Charter Community School) placed orders.
32. Mrs. Melius announced that the sales and marketing staff are scheduled to attend the LA Library Association Conference July 6th – 8th in Baton Rouge and the LA Sheriffs' and Wardens' Training and Exhibition Conference July 10th – 12th in Baton Rouge.
33. Next, Mrs. Melius reported that a new sales representative was hired and scheduled to begin on July 10th.
34. Lastly, Mrs. Melius reported monthly job orders for May 2023 were \$816,000 compared to \$546,000 for May 2022 and YTD job orders for May 2023 were \$9.7 million compared to \$8.9 million for May 2022. Monthly job orders through June 15th were \$224,000 compared to \$667,000 for all of June 2022 and the YTD job orders to date for June 2023 were \$9.9 million compared to \$9.6 million through June 2022.
35. Director Stagg asked Mr. Juneau for his updates.
36. Mr. Juneau began with a staff update. PE's Soap Plant Supervisor, Lenette Foster plans to retire June 26th. Her position was announced and closed June 7th. A list of qualified candidates is expected soon. Two (2) PE Truck Driver positions remain vacant and the position is being re-announced.
37. Next, Mr. Juneau provided a purchasing and equipment update.
 - a. 80,000 pounds of aluminum and fifty (50) rolls of Sportsman sheeting was received.
 - b. A purchase order (PO) was received for the second tractor truck for Transportation.
 - c. Awaiting the delivery of a hydraulic scissor lift for South West Transitional Work Program (SWTWP) Garment Factory that was awarded March 29th with one hundred (100) days receipt of order (ARO).
38. Continuing, Mr. Juneau provided updates on several projects and some industries.
 - a. The Canteen Package Program (CPP) is working on the 2023 Summer Program. Production dates are June 6th – 26th and delivery dates are June 9th – 27th.
 - b. The Tag Plant is working seven (7) days a week to complete approximately 131,576 license tags on the Office of Motor Vehicles (OMV) order by June 30th.

- c. The RLCC Garment Factory manufactured five hundred eighteen (518) pairs of jeans for the highest day and is averaging three hundred twenty-five (325) pairs of jeans a day. The factory is working overtime.
 - d. The SWTWP Garment Factory is working overtime on twelve (12) jobs with forty-eight (48) inmates on the roster.
 - e. The Mattress Factory is working overtime making heavy duty mops, push brooms, and mattresses.
 - f. The Print Shop is working overtime making forms and business cards.
 - g. Metal Fab is working seven (7) days a week to complete wall and foot lockers for EHCC and bunks and tables for the Jackson Parish Sheriff's Office.
 - h. The Soap Plant is adequately stocked with finished product for FYE orders.
 - i. ALC Furniture Plant is working overtime on various orders of desks, pews, bookcases, and credenzas
39. Lastly, Mr. Juneau reiterated that the industries are working diligently to prepare for FYE orders and physical inventory counts, as well as hurricane season.
40. Mr. Ardoin inquired on the status of the fire damages to equipment and the building.
41. Mr. Juneau stated that electricity was restored to half of the metal fab building and it has been cleaned. Quotes to repair the equipment and construction quotes for the building are being obtained.
42. Director Stagg explained that LSP connected a generator that allows PE to continue working.
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43. Then, Director Stagg asked Mr. Smith for the agriculture update.
44. Mr. Smith began with a Rangeherd update. He reported that the fall calves were weaned on May 23rd. Seventy-seven (77) steers and fifty-five (55) heifers were shipped to David Wade Correctional Center (DWCC) for backgrounding. From May 25th – May 30th, one hundred eighty (180) head of feeder heifers sold for \$265,964, forty eight (48) feeder heifers sold for \$58,751, fifty (50) head of open cull cows sold for \$57,001. On May 30th, the bulls were removed from the cows, completing the 2023 Spring breeding season. The bulls were worked the first week of June. Hay baling season continues. Hay is being fed at EHCC as the grass is short. The calves are scheduled to be weaned the first week in July and the cows palpated July 21st at EHCC.
45. Lastly, Mr. Smith explained that DWCC maps were sent to the timber consultant and the recommendations are forthcoming.
46. Director Stagg added that going forward PE will only have a spring breeding season.
47. Mr. Ardoin inquired on the status of hay.
48. Mr. Smith stated that the hay is good, however PE will wean a little early at EHCC, as the dry weather has caused a shortage of grass.
49. Mr. Oliveaux made a motion to adjourn and Mr. Honore' seconded the motion.
50. Mr. Ardoin adjourned the meeting at 10:39 AM.