

Prison Enterprises Board Meeting

October 19, 2021

APPROVED

Misty Stagg, Director
12/2/21
Date

1. Due to an increase in COVID-19 cases, the Board Meeting was held via Zoom Teleconferencing from Prison Enterprises (PE) Headquarters (HQ's) Baton Rouge, Louisiana (LA).
2. Chairman Joseph Ardoin called the meeting to order at 10:01 AM.
3. Attendance:
 - 3.1 Members Present:
 - Joseph Ardoin, Chairman
 - Harvey Honore'
 - Eric Lane
 - Richard Oliveaux
 - Chris Wisecarver
 - 3.2 Prison Enterprises Staff Present:
 - Misty Stagg, Director
 - Angela Burrell
 - Brooke Farrar
 - Scot Floyd
 - Danny Hoover
 - Kenny Juneau
 - Vickii Melius
 - Michelle Montalbano
4. Mr. Ardoin acknowledged that a quorum exists, therefore, a vote to approve the August 17, 2021 and September 21, 2021 board meeting minutes could be taken. Mr. Honore made a motion to approve as written the above noted minutes. The motion was seconded by Mr. Lane and it passed unanimously.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg announced that PE was awarded a certificate during a Civil Service Commission meeting for obtaining a score of one hundred (100) percent on the payroll audit conducted on the Department of Corrections (DOC) HQ's.
7. Next, Director Stagg reported on the recreational restraint table that she has been working on in conjunction with Mr. Floyd, Mr. Juneau, and Chief Smith. The table is to be used for outside the cell recreation in restrictive housing areas.
8. Lastly, Director Stagg announced that one of PE's new goals for fiscal year (FY) 21-22 is to potentially rename and rebrand PE with a name and logo that identifies with the reentry mission and occupational skills training.
9. Then, Director Stagg asked Mr. Floyd for his updates.
10. Mr. Floyd reported that on October 12th the janitorial crews resumed working during normal business hours as opposed to working afterhours during the COVID-19 pandemic. However, the janitorial crew are understaffed as obtaining inmate workers remains a challenge. Although, the Louisiana Workforce Commission (LWC) contract is in place,

crews are tentatively scheduled to begin on January 1st to allow additional time to obtain sufficient numbers of inmate workers.

11. Continuing, Mr. Floyd provided an update on PE's Annual Report.
12. Then, Mr. Floyd provided the Administrative updates on behalf of Mrs. Henderson as she was unable to attend the meeting. Mrs. Henderson met with the Office of State Procurement (OSP) regarding the Canteen Package Program's (CPP) request for proposal (RFP). The scores of the three (3) proposals were reviewed and recommendation of award was discussed. The new CPP contract begins January 1, 2022.
13. Next, Mr. Floyd provided an update on truck purchases, the challenges associated with obtaining raw materials, a meeting on pricing for FY 2022, and the plans for Mrs. Henderson to virtually attend the National Institute of Corrections (NIC) Correctional Industries (CI) Directors Training program.
14. Lastly, Mr. Floyd reported that job orders for the month of September 2021 were \$580,000 compared to \$738,000 for September 2020. Year-to-date (YTD) job orders for September 2021 were \$2.5 million compared to \$2.2 million for September 2020. The October 2021 monthly job orders to date were \$298,000 compared to \$751,000 for all of October 2021. The current YTD job orders to-date were \$2.8 million compared to \$2.9 million through October 2020.
15. Then, Director Stagg asked Mrs. Farrar for her updates.
16. Mrs. Farrar stated that PE staff is supportive in all efforts in maintaining American Correctional Association (ACA) compliance. In preparation for PE's 2022 ACA Reaccreditation Audit, Mrs. Farrar is working on a quarterly site visit schedule for all PE operations.
17. Lastly, Mrs. Farrar stated that she continues updating PE policies and uploading them into the Power Data Management System (DMS).
18. Director Stagg asked Mrs. Melius for the Sales and Marketing update.
19. Mrs. Melius began by reporting that PE received three (3) significant DOC job orders. An order from B.B. "Sixty" Rayburn Correctional Center (RCC) for inmate clothing, linens, and janitorial supplies totaling \$44,224, an order from Elayn Hunt Correctional Center (EHCC) for janitorial supplies and linens totaling \$27,927, and an order Louisiana State Penitentiary (LSP) for janitorial supplies, mattresses, and printing totaling \$24,456.
20. Next, Mrs. Melius reported PE received four (4) other significant job orders. An order from the Office of Motor Vehicles (OMV) for tags totaling \$178,336, an order from the Office of Juvenile Justice (OJJ)/ Probation & Parole (P&P) for uniforms totaling \$32,706, an order from the Youth Challenge Program (YCP)/Minden for beds and re-furbished lockers totaling \$21,800, and an order from Office of State Parks at Cypremort Point for metal benches and picnic tables totaling \$20,390.
21. Additionally, PE has four (4) significant outstanding quotes. A quote to St. Vincent de Paul for folding tables, chairs, intensive use furniture, mattresses, and linens totaling \$82,565, a quote to Pinecrest for wood furniture totaling approximately \$87,000, the Baton Rouge Fire Department for uniform jackets totaling approximately \$70,000, and the

- Capital Area Transit System (CATS) for five hundred (500) signs totaling approximately \$28,000.
22. Lastly, Mrs. Melius provided information on several potential upcoming jobs including furniture for Bossier Parish Library, the new Claiborne Parish Sheriff's Office, Church Point City Hall, and Westlake City Hall, as well as refurbished and new furniture for the Shreveport Library, tactical clothing for the BR Fire Department, and refurbished library seating for Northwestern State University (NSU).
 23. Then, Director Stagg asked Mrs. Burrell for the financial update.
 24. Mrs. Burrell reported that the July 2021 final YTD sales for Industries were \$488,000 compared to \$396,000 in July 2020. Agriculture YTD sales for July 2021 were \$0 compared to \$62,000 in July 2020. Retail YTD sales for July 2021 were \$1.3 million compared to \$1.4 million in July 2020. Overall, YTD sales for July 2021 increased by \$12,000 compared to July 2020.
 25. Next, Mrs. Burrell reported that July 2021 final YTD net income for Industries was a loss of \$102,000 compared to net loss of \$253,000 in July 2020. Agriculture YTD net income for July 2021 was a loss of \$46,000 compared to a loss of \$60,000 in July 2020. Retail YTD net income for July 2021 was \$199,000 compared to \$190,000 in July 2020. Overall, YTD net income for July 2021 increased by \$167,000 as compared to July 2020.
 26. Continuing, Mrs. Burrell reported that August 2021 preliminary monthly sales increased by \$490,000 compared to August 2020 and YTD sales increased by \$121,000 compared to July 2020. August 2021 preliminary monthly sales decreased by \$490,000 compared to August 2020 sales and August 2021 preliminary YTD sales increased by \$502,000 compared to August 2020 YTD sales.
 27. Lastly, Mrs. Burrell reported that September 2021 preliminary sales decreased by \$896,000 compared to September 2020 and September preliminary YTD sales decreased by \$394,000 compared to September 2020 YTD sales.
 28. Director Stagg asked Mr. Juneau for the Industries update.
 29. Mr. Juneau began with an update on LSP industries. The CPP is receiving product for the Holiday Program. The packages will be picked beginning October 20th and are scheduled to be delivered by November 16th. The Canteen Distribution Center (CDC) Warehouse is receiving products to fill DOC's Christmas Bag order. The Tag Plant is working on an OMV order for 92,000 license tags while waiting for a delivery date on the 80,000 pound aluminum order. The Metal Fabrication (Metal Fab) Shop is busy working on orders for the Office of State Parks. Additionally, the Apprenticeship Program at Metal Fab has four (4) apprentices and ten (10) journeymen.
 30. Continuing, Mr. Juneau provided an update on some non-LSP industries. The Raymond Laborde Correctional Center (RLCC) Garment Factory completed the new inmate uniforms and sent them to Dixon Correctional Institute (DCI) Embroidery for finishing. The EHCC Soap Plant received parts to repair the automated soap press. The Furniture Plant at Allen Correctional Center (ALC) has nearly completed the Office of State Parks rocking chair order and the Cabinet Maker Apprenticeship program has seven (7) apprentices and four (4) journeymen that are participating in classroom instruction and on

the job training. The Garment Factory at Southwest Transitional Work Program (SWTWP) increased jean production by twenty-four (24) percent and RLCC will begin training inmate workers on making jeans.

31. Lastly, Mr. Juneau reported that some industries continue to struggle with quarantined inmate workers and obtaining raw materials timely.
32. Director Stagg asked Ms. Montalbano for her updates.
33. Ms. Montalbano provided information regarding public servant training requirements.
34. Then, Director Stagg asked Mr. Hoover for the agriculture update.
35. Mr. Hoover reported that the soybean harvest is expected to be completed today. Corn and soybeans are being hauled and will likely continue until Christmas.
36. Next, Mr. Hoover reported that the cattle work is completed. All cull cows were sold. Approximately two hundred (200) steer calves are being backgrounded at David Wade Correctional Center (DWCC) and heifer calves are at DCI. One (1) load of steer calves and one (1) load of heifer calves from DWCC sold for \$133,232. Additionally, PE plans to sell six (6) horses at the Southwest Horse Auction being held on October 30th.
37. Lastly, Mr. Hoover reported LSP began planting ryegrass last week and DCI will begin planting ryegrass this week.
38. Mr. Ardoin and Mr. Hoover discussed the expenses associated with raising cattle. Mr. Ardoin suggested the cattle be sold earlier as the expenses to raise the cattle could outweigh the income received from the added weight and labor to raise the cattle.
39. Mr. Hoover explained that PE's cattle expenses have remained fairly consistent. However, the fluctuation in the market (selling) price tends to be the largest contributing factor to cattle revenue.
40. Mr. Ardoin discussed Agriculture's loss and the factors that could affect Agriculture's net income.
41. Mr. Wisecarver inquired on PE's cash position.
42. Director Stagg explained that PE's cash position is good as retail sales increased significantly.
43. Mr. Ardoin stated that the next meeting will be held at 10 AM, Tuesday, November 16, 2021.
44. Mr. Ardoin adjourned the meeting at 10:35 AM.