

APPROVED
Misty Stagg
Misty Stagg, Director
3/21/24
Date

Prison Enterprises Board Meeting

October 24, 2023

1. Chairman Joseph Ardoin called the meeting to order at 10:09 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana (LA).
2. Attendance:
 - 2.1 Members Present:
 - Joseph Ardoin, Chairman
 - Richard Oliveaux, Vice-Chairman
 - Eric Lane
 - 2.2 Prison Enterprises Staff Present:
 - Misty Stagg, Director
 - Deloy Chapman
 - Brooke Farrar
 - Scot Floyd
 - Stuart Gray
 - Kenny Juneau
 - Edna Palmer
 - Loyd Smith
 - Danny Willis
3. Mr. Ardoin acknowledged that not enough board members were present for a quorum, therefore a vote to approve the board meeting minutes for August 15th could not be taken.
4. Then, Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg began the meeting by introducing PE's new Marketing Manager Danny Willis.
6. Next, Director Stagg announced that PE plans to host the new Sheriff's Luncheon in conjunction with the Louisiana Sheriff's Association (LSA) new sheriff training week in February.
7. Continuing, Director Stagg referenced the meeting folders for a copy of PE's new catalog.
8. Then, Director Stagg reported that PE's Executive Management Officer Michelle Montalbano plans to retire January 16, 2024. The position was announced, closed, and interviews are being scheduled.
9. Lastly, Director Stagg announced that Civil Service approved premium pay for PE Assistant Supervisors, PE Farm Supervisors, PE Truck Drivers, and PE Supervisors. The PE Farm Manager position was not included.
10. Director Stagg asked Mr. Floyd for his updates.
11. Mr. Floyd provided reported that the 2023 National Association of Institutional Agribusiness (NAIA) Conference is November 13, 2023 – November 17, 2023 in Charleston, South Carolina. Mr. Floyd, PE's Regional Manager, and PE's Row Crops Farm Manager plan to attend the conference.
12. Lastly, Mr. Floyd provided an update on the 2024 National Correctional Industries Association (NCIA) Conference being hosted by the South Central Region (SCR) on April 29, 2024 – May 2, 2024 in Dallas, Texas. As a member of the SCR PE is providing the silk screening on the conference bags.
13. Director Stagg asked Mr. Gray for administrative updates.

- shirts totaling \$116,180, and an order from Louisiana State Penitentiary (LSP) for garments, mattresses, and janitorial products totaling \$111,525.
34. Additionally, Mr. Willis stated that PE received two (2) other significant job orders. An order from the Office of Motor Vehicles (OMV) for license tags totaling \$328,770 and an order from Fontainebleau State Park for furniture totaling \$133,672.
 35. Next, Mr. Willis provided an update on potential upcoming jobs such as furniture for the new Zachary Police Department, as well as uniforms and embroidered shirts. A meeting with the Slidell Police Department is scheduled to propose items for their new administrative building and jail, the Bayou Black Fire Department would like to meet for their new fire station, and a meeting is scheduled for the end of October with the Baton Rouge (BR) Police Department to discuss furniture for their renovation project.
 36. Continuing, Mr. Willis stated that some sales and marketing staff are scheduled to attend the LA Recreation and Parks Conference November 14th – 16th in New Orleans and the LA National Institute of Governmental Purchasing (NIGP) December 5th – 8th in Lake Charles.
 37. Lastly, Mr. Willis reported monthly job orders for September 2023 were \$246,000 compared to \$717,000 for September 2022 and YTD job orders for September 2023 were \$2.9 million compared to \$4.3 million for September 2022. Monthly job orders through October 20, 2023 were \$518,000 compared to \$454,000 for all of October 2022 and the current YTD job orders for October 2023 were \$3.4 million compared to \$4.7 million through October 2022.
 38. Director Stagg asked Mr. Juneau for the industries update.
 39. Mr. Juneau began with a staff update. Canteen Package Program (CPP) Supervisor Mel Fruge returned from leave on October 9th. Additionally, two (2) PE Truck Driver positions remain vacant.
 40. Next, Mr. Juneau provided a purchasing and equipment update.
 - a. The bid for 80,000 pounds of aluminum was awarded on September 25th.
 - b. The bid for the Louisiana Correctional Institute for Women (LCIW) stainless steel seats was awarded on October 10th.
 - c. The bid opening date is November 15th for an evaporator/condenser for Freezer 5 at Wakefield Meat Plant.
 - d. The bid open date for the Metal Fab press brake is October 17th.
 - e. The expected ship date for the hydraulic scissor lift purchased for Southwest Transitional Work Program (SWTWP) Garment Factory is December 7th.
 41. Continuing, Mr. Juneau provided updates on several projects and some industries.
 - a. The CPP ordering period for the 4th Quarter Program is October 16th – November 13th.
 - b. The Tag Plant is working on OMV's first fiscal year (FY) 24 order totaling 207,926 license tags.
 - c. Raymond Laborde Correctional Center (RLCC) Garment Factory has eighty-four (84) inmate workers on the roster. They are working with the facility to obtain ten (10) more inmate workers.
 - d. SWTWP received the muslin material needed to produce sheets and pillowcases. Additionally, the flash heater was received and SWTWP is scheduled to begin silk screening November 1st.
 - e. CDC finalized the Christmas Bag project items and submitted it to the institutions to place orders.