

Prison Enterprises Board Meeting

**March 16, 2021
(via Zoom)**

APPROVED

Misty Stagg, Director

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 and Mrs. Henderson 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'
Eric Lane
Richard Oliveaux
 - 3.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Scot Floyd
Kacie Henderson
Michelle Montalbano
4. Mr. Ardoin acknowledged that a quorum was not present therefore, a vote to approve the February 23, 2021 board meeting minutes could not be taken.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began by announcing that longtime PE Truck Driver Preston "Coon" Johnson passed away February 28th. Several PE Headquarters and Louisiana State Penitentiary staff attended the services. Mr. Johnson worked for PE many years and was raised at Angola.
7. Mr. Oliveaux explained that he was unable to attend the services, however his nephew attended as a representative for the Oliveaux Family.
8. Next, Director Stagg stated that Governor Edwards attended the Department of Corrections (DOC) weekly COVID-19 Zoom conference call. He commended the Department's leadership and staff for its response to the COVID-19 pandemic.
9. Lastly, Director Stagg reported that the Department has offered to help with the clean-up of the Sweet Olive Cemetery in Mid Town Baton Rouge. PE may assist with some of the metal work (i.e. gates, rails etc.).
10. Director Stagg asked Mr. Floyd for his updates.
11. Mr. Floyd reported that PE operations at LSP are continuing to struggle with a shortage of inmate workers due to COVID-19 quarantines. However, the number of available inmate workers at Dixon Correctional Institute's (DCI) operations are increasing.
12. Next, Mr. Floyd stated that the Canteen Package Program (CPP) is picking orders for the spring program and plans to begin delivering the orders soon provided some of the COVID-19 quarantines are lifted.

13. Continuing, Mr. Floyd provided an update on the Southwest Transitional Work Program (TWP) Garment Factory. The factory continues to train on the jean process and plans to begin full production soon. The number of workers increased from forty-eight (48) to sixty (60) inmates. The optimum number of workers for the Garment Factory is between eighty (80) and one hundred (100) inmates.
14. Then, Mr. Floyd reported on the Apprenticeship Programs. The existing Metal Fabrication (Metal Fab) program is operating successfully and efforts to establish an Apprenticeship Program at the Allen Furniture Plant continue.
15. Additionally, Mr. Floyd stated that PE industries are working to increase finished good inventories in preparation for fiscal year (FY) end orders.
16. Next, Mr. Floyd provided an agriculture update. Five hundred twenty (520) acres of corn were planted March 2nd – 11th, one hundred fifty (150) acres of milo will be planted soon, and soybeans are scheduled to be planted beginning in mid-April.
17. Lastly, Mr. Floyd reported that the Mississippi River is above flood stage and expected to crest on March 28th.
18. Director Staggs then asked Mrs. Henderson for her updates.
19. Mrs. Henderson reported that most of the 2021 contracts are in place. However, PE and the Office of State Procurement (OSP) are working to finalize the remaining contracts that were not renewed.
20. Next, Mrs. Henderson provided an update on Sales and Marketing beginning with two (2) significant Department of Corrections (DOC) job orders. An order from Elayn Hunt Correctional Center (EHCC) for linens and inmate clothing totaling \$34,735 and an order from B.B. "Sixty" Rayburn Correctional Center (RCC) for linens, janitorial supplies, and inmate clothing totaling \$29,684. Additionally, Mrs. Henderson reported that Avoyelles Parish Sheriff's Office placed a significant job order for mattresses totaling \$29,400 and the City of Alexandria for office furniture totaling \$15,950.
21. Continuing, Mrs. Henderson reported that two (2) significant quotes were given. The Jackson Parish Sheriff's Office was given a quote for bunks, mattresses, and tables totaling approximately \$180,000 and the Bossier Parish Detention Center for mattresses totaling \$41,250.
22. Then, Mrs. Henderson noted that two (2) conferences have been scheduled and the sales team would like to attend provided that conference travel restrictions are lifted.
23. Continuing, Mrs. Henderson reported that job orders for the month of February 2021 were \$286,000 compared to \$876,000 for February 2020. Year-to-date (YTD) job orders for February 2021 were \$5.1 million and the YTD job orders for February 2020 were \$5.9 million. The March 2021 monthly job orders through March 12th were \$142,000 compared to \$583,000 for all of March 2020. The current YTD job orders to date were \$5.2 million compared to \$6.5 million through March 2020.
24. Lastly, in Mrs. Burrell's absence, Mrs. Henderson provided the financial update. She reported that January 2021 finalized YTD sales for Industries were \$5.7 million compared to \$5.6 million in January 2020. Agriculture YTD sales for January 2021 were \$2.3 million compared to \$1.9 million in January 2020. Retail YTD sales for January 2021 were \$8.3 million compared to \$6.8 million in January 2020. Overall, YTD sales for January 2021 increased by \$1.9 million compared to January 2020.

25. Next, Mrs. Henderson reported that January 2021 finalized YTD net income for Industries was a loss of \$254,000 compared to net income of \$185,000 in January 2020. Agriculture YTD net income for January 2021 was a loss of \$221,000 compared to a loss of \$740,000 in January 2020. Retail YTD net income for January 2021 was \$572,000 compared to \$277,000 in January 2020. Overall, YTD net income for January 2021 increased by \$564,000 as compared to January 2020.
26. Lastly, Mrs. Henderson reported that preliminary YTD sales for the month of February 2021 decreased by \$148,000 and preliminary YTD sales increased by \$1.8 million.
27. Director Stagg concluded PE's portion of the meeting and stated that it is hopeful that all of PE's Executive Staff will be allowed to attend the next Zoom Board meeting.
28. Then, Mr. Ardoin announced that a quorum was met when Mr. Honore' joined the meeting so a vote to approve the meeting minutes could be taken.
29. Mr. Oliveaux made a motion to approve the February 23rd board meeting minutes as written. The motion was seconded by Mr. Lane and it passed unanimously.
30. Mr. Oliveaux stated that Governor John Bel Edwards correctional officer pay raise proposal will likely benefit PE with recruiting and retaining officers.
31. Director Stagg noted that although the proposal is a very positive thing for the Department, PE job titles, with the exception of Master Sergeants, would not be affected.
32. A brief discussion regarding the proposal ensued.
33. Mr. Ardoin adjourned the meeting at 10:19 AM.