

Prison Enterprises Board Meeting

March 15, 2022

APPROVED

Misty Stagg, Director

Date

1. Chairman Joseph Ardoin called the meeting to order at 9:54 AM.
2. Attendance:
 - 3.1 Members Present:
Joseph Ardoin, Chairman
Richard Oliveaux
 - 3.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Scot Floyd
Angela Burrell
Brooke Farrar
Danny Hoover
Kenny Juneau
Vickii Melius
Michelle Montalbano
3. Mr. Ardoin acknowledged that not enough board members were present for a quorum; therefore, a vote to approve the February 8, 2022 board meeting minutes could not be taken.
4. Mr. Ardoin turned the meeting over to Deputy Director Floyd as Director Stagg was delayed due to an earlier meeting.
5. Mr. Floyd announced that the 2022 Legislative Session convened on Monday, March 14th and expected to conclude by June 6th.
6. Next, Mr. Floyd reported that PE's 2021 Annual Awards and Training Conference will be an in person conference and tentatively scheduled for May 5, 2022. Additional information will be provided at a later date.
7. Continuing, Mr. Floyd provided an update on PE's procurement challenges and the impact of increasing fuel prices.
8. Lastly, Mr. Floyd announced that the agriculture truck PE ordered more than a year ago arrived today. He reviewed PE's vehicle needs and the difficulty in finding used vehicles.
9. Mr. Floyd asked Mrs. Farrar for her updates.
10. Mrs. Farrar reported that preparations continue for an Office of Risk Management (ORM) audit scheduled for March 25th and PE's American Correctional Association (ACA) Reaccreditation audit that will take place in the fall.
11. Next, Mr. Floyd asked Mrs. Burrell for the financial update.
12. Mrs. Burrell reported the November 2021 final year-to-date (YTD) sales for Industries were \$3.4 million compared to \$3.9 million in November 2020. Agriculture YTD sales for November 2021 were \$2.3 million compared to \$2 million in November 2020. Retail YTD sales for November 2021 were \$6.9 million compared to \$5.8 million in November 2020. Overall, YTD sales for November 2021 increased by \$957,000 compared to November 2020.
13. Next, Mrs. Burrell reported that November 2021 final YTD net income for Industries was a loss of \$285,000 compared to loss of \$200,000 in November 2020. Agriculture YTD net

income for November 2021 was \$42,000 compared to a loss of \$167,000 in November 2020. Retail YTD net income for November 2021 was \$608,000 compared to \$324,000 in November 2020. Overall, YTD net income for November 2021 increased by \$369,000 compared to November 2020.

14. Lastly, Mrs. Burrell reported that December 2021 preliminary monthly sales increased by \$191,000 compared to December 2020 and YTD sales were up by \$1.1 million compared to December 2020. January 2022 preliminary monthly sales decreased by \$69,000 compared to January 2021 sales and January 2022 preliminary YTD sales increased by \$1 million compared to January 2021 YTD. February 2022 preliminary monthly sales increased by \$71,000 compared to February 2021 and February 2022 preliminary YTD sales increased by \$1.1 million compared to February 2021.
15. Mr. Floyd asked Mrs. Melius for the sales and marketing update.
16. Mrs. Melius reported job orders for the month of February 2022 were \$449,000 compared to \$286,000 for February 2021. YTD job orders for February 2022 were \$7.2 million compared to \$5.1 million for February 2021. The March 2022 monthly job orders to-date were \$167,000 compared to \$697,000 for all of March 2021. The current YTD job orders to-date were \$7.4 million compared to \$5.8 million through March 2021.
17. Next, Mrs. Melius reported that PE received three (3) significant Department of Corrections (DOC) job orders. An order from Louisiana State Penitentiary (LSP) for officer uniforms totaling \$45,008, an order from Elayn Hunt Correctional Center (EHCC) for janitorial supplies, mattresses, inmate clothing, print, and linens totaling \$41,674, and an order from David Wade Correctional Center (DWCC) for linens, chairs, inmate clothing and officer uniforms totaling \$31,185.
18. Continuing, Mrs. Melius reported PE received three (3) other significant job orders. An order from Louisiana Department of Education (LDOE) for picnic tables and benches totaling \$66,134, an order from Office of Motor Vehicles (OMV) for automobile tags totaling \$27,014, and an order from Caddo Parish Sheriff's Office for inmate clothing totaling \$19,750.
19. Then, Mrs. Melius stated that PE submitted a quote to the Capital Area Transit System (CATS) for five hundred (500) signs and posts and received a purchase order totaling \$35,040. A quote was submitted to the City of Gonzales for picnic tables totaling \$22,725 and PE was awarded twenty-four hundred fifty (2,450) embroidered polo shirts totaling \$114,000 on a bid for the Baton Rouge Fire Department.
20. Lastly, Mrs. Melius reported on several potential upcoming jobs and that PE received an order for linens from Bossier Parish Maximum Security Prison who has not ordered in many years.
21. Mr. Ardoin suggested that PE's sales team contact the East Baton Rouge Parish Constables Office regarding uniforms.
22. Mr. Floyd asked Mr. Juneau for an Industries update.
23. Mr. Juneau began with a staff update. A PE truck driver remains out on leave due to an injury and a truck driver was hired.
24. Then, Mr. Juneau provided an equipment update. PE's "new" used tractor truck was received from Louisiana Property Assistance Agency (LPAA), the purchase order (PO) for a bottle filler for the Soap Plant was submitted to the Office of State Procurement (OSP), and the paper work for a five (5) head embroidery machine for the Embroidery

- Plant, a Xante printer for the Print Shop, and a gas pump dispenser for Transportation was submitted for processing.
25. Continuing, Mr. Juneau provided updates on some LSP industries. The ordering period for the Canteen Package Program (CPP) is March 7th – 31st. PE expects to receive all the packages by April 26th and will begin distributing them to the institutions. The Tag Plant expects to complete the second half of the fiscal year (FY) order by May. Additionally, the Tag Plant received an aluminum order and placed a Scotchlite and another aluminum order to receive in April or May. The Canteen Distribution Center (CDC) placed two (2) emergency bids for items that have not been contracted. The Mattress Factory received a contract on cores but continue waiting for vendors to bid on broom and mop handles and supplies. Metal Fab remains busy and is working overtime on several State Parks orders and picnic tables, benches, and trash cans for Vernon Parish Tourism.
 26. Lastly, Mr. Juneau reported on the non LSP industries. Raymond Laborde Correctional Center (RLCC) Garment Factory is producing jeans, Louisiana Correctional Institute for Women (LCIW) Garment Factory relocated to Southwest Transitional Work Program (SWTWP) Garment Factory which is producing scrubs and training on producing jumpsuits. The Wakefield Meat Plant rebid two products and having difficulties receiving chicken smoked sausage. The Chair and Embroidery roster is increased to twenty-four (24) inmate workers that are busy refurbishing chairs and embroidering jackets for the Baton Rouge Fire Department order. The Soap Plant received a drum contract and still waiting on several chemical contracts. Allen Correctional Center (ALC) Furniture Plant completed the order for the St. George Fire Department and is working on orders for Christian Academy, Pinecrest Support Services, Vinton Police Department, and Sam Houston Jones State Park.
 27. Mr. Ardoin inquired on the labor impact the reassignment of LSP inmates had to PE.
 28. Director Stagg explained that the Wardens are very supportive and work with PE on obtaining inmate for the industries. DOC and institutional staff worked to ensure the majority of PE's inmate workers were not reassigned.
 29. Next, Director Stagg asked Mr. Hoover for the agriculture updates.
 30. Mr. Hoover provided a cattle update. Calving was finished and the bulls are out with the cows. Cattle working is being done at Dixon Correctional Institute (DCI) and the LSP cattle will be worked soon.
 31. Continuing, Mr. Hoover, reported on row crops. Approximately five hundred twenty (520) acres of corn was planted and soybean planting will resume when the weather is warmer.
 32. Lastly, Mr. Hoover provided an update on the levee work done at LSP. Specifically noting that the ring levee at Camp G is being rebuilt. PE is considering planting soybeans behind the main levee, provided the ring levee is completed in time and the river stages are adequate.
 33. Mr. Ardoin inquired on the cost of fertilizer.
 34. A discussion ensued on fertilizer and diesel cost.
 35. Mr. Ardoin stated that the next meeting will be held at 10 AM on the third Wednesday of the month (April 19, 2022).
 36. Mr. Ardoin adjourned the meeting at 10:24 AM.