

Prison Enterprises Board Meeting

May 17, 2022

APPROVED

Misty Stagg, Director

Date

1. Chairman Joseph Ardoin called the meeting to order at 10:03 AM at Prison Enterprises (PE) Headquarters, Baton Rouge, Louisiana.
2. 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
 - Angela Burrell
 - Brooke Farrar
 - Danny Hoover
 - Kenny Juneau
 - Michelle Montalbano
 - Kelly Ransome
3. Mr. Ardoin called the meeting to order and asked Mr. Richard Oliveaux to lead the prayer. Following the prayer, the Pledge of Allegiance was recited.
4. Mr. Ardoin acknowledged that a quorum exists, therefore, a vote to approve the board meeting minutes for February 15, 2022, March 15, 2022, and April 19, 2022 could be taken.
5. Mr. Honore' made a motion to approve as written the above noted minutes. The motion was seconded by Mr. Oliveaux and it passed unanimously.
6. Mr. Ardoin turned the meeting over to Director Stagg.
7. Director Stagg provided a brief update on the Legislative Session. She explained that the Ancillary Appropriations Bill passed the House Appropriations Committee and is going before Senate Finance for approval.
8. Next, Director Stagg reported that she received a request to increase the Canteen Package Program (CPP) spending limits for inmates and/or their family members due to inflationary pricing. She met with the Secretary, Undersecretary, and Chief of Operations. They approved increasing the current limit of one hundred fifty (150) dollars to two hundred (200) dollars.
9. Lastly, Director Stagg announced that consideration is being given to PE implementing a Braille Program at Louisiana State Penitentiary (LSP). The program will likely operate in an unoccupied area of the Print Shop.
10. Then, Director Stagg asked Mr. Floyd for his updates.
11. Mr. Floyd began with a summary of the highlights from PE's Employee Annual Awards and Training Conference held May 5, 2022. He referenced the board members folder for a list of awards and award recipients. Mr. Floyd read the list of winners and thanked Mr. Lane for attending the awards ceremony.

12. Next, Mr. Floyd discussed PE's expectations and preparations for hurricane season and fiscal year end (FYE) orders. In addition to building inventory levels, PE operations continue to struggle with a shortage of inmate workers, supply chain issues, and price increases.
13. Continuing, Mr. Floyd explained that the Janitorial Program is very busy and working with only an average of sixty (60) percent of the number of inmate workers needed to fill the crews.
14. Mr. Lane inquired on obtaining inmate workers from Louisiana Correctional Institute for Women (LCIW).
15. Director Stagg explained that LCIW potentially has four (4) of the 10 - 12 trustee level inmate workers needed for a crew. Although LCIW is continuously screening inmates, it appears not very many more will qualify for working in the janitorial program. However, Dixon Correctional Institute (DCI) is working closely with PE and is consistently transferring inmates to screen for qualifications to work on PE's janitorial crews.
16. Director Stagg then asked Mrs. Ransome for the Administrative updates and stated Mrs. Ransome will also provide the Sales and Marketing updates on behalf of Mrs. Melius.
17. Mrs. Ransome began by reiterating that PE continues to struggle with supply chain issues such as obtaining raw materials.
18. Then, Mrs. Ransome explained that Mrs. Melius and the sales team are currently attending the Louisiana Sheriffs' Association (LSA) Jail Conference in Lake Charles. Additionally, while in the area, Mrs. Melius is scheduled to meet with the City of Sulphur regarding an order for police, city works, and fire department uniforms.
19. Next, Mrs. Ransome reported job orders for the month of April 2022 were \$919,000 compared to \$407,000 for April 2021. Year-to-date (YTD) job orders for April 2022 were \$8.5 million compared to \$6.2 million for April 2021. The May 2022 monthly job orders to-date were \$299,000 compared to \$541,000 for all of May 2021. The current YTD job orders to-date were \$8.4 million compared to \$6.7 million through May 2021.
20. Continuing, Mrs. Ransome reported PE received four (4) significant Department of Corrections (DOC) job orders. An order from Raymond Laborde Correctional Center (RLCC) for janitorial supplies, linens, mattresses, and officer uniforms totaling \$66,332, an order from Allen Correctional Center (ALC) for inmate clothing, linens, and janitorial supplies totaling \$59,626, an order from Elayn Hunt Correctional Center (EHCC) for officer uniforms, inmate clothing, linens, and janitorial supplies totaling \$59,626, and an order from David Wade Correctional Center (DWCC) for inmate clothing and linens totaling \$36,420.
21. Then, Mrs. Ransome reported PE received three (3) other significant job orders. An order from Caddo Parish Sheriff's Office for mattresses and inmate clothing totaling \$51,050, an order from Southern University for janitorial supplies totaling \$20,394, and an order from Tangipahoa Parish Council for metal trash receptacles totaling \$17,940. Mrs. Ransome noted that the Tangipahoa Parish Council order was a result of PE participating in the Police Jury Conference.
22. Next, Mrs. Ransome stated that PE has outstanding/significant quotes to Terrebonne Parish Sheriff's Office /Work Release for triple bunks totaling \$91,000, St. Vincent de Paul for

innerspring mattresses totaling approximately \$70,000, Pinecrest Support Services for furniture totaling \$57,000, and a quote to the City of Gonzales for picnic tables totaling \$22,725.

23. Lastly, Mrs. Ransome reported on several potential upcoming jobs including the Shreveport Library for re-furnished items, library seating for Northwestern State University (NSU), Webster Parish Jail for fifty (50) bunk beds, Assumption Parks and Recreations for metal fab signs, Baton Rouge Police Department for custom office furniture and, a one hundred (100) bed women's facility in Sabine parish.
24. Director Stagg interjected that the sales staff is doing a great job on obtaining orders from new and existing customers.
25. Director Stagg asked Mrs. Farrar for her updates.
26. Mrs. Farrar stated that an AM-H-2 monitoring site visit is planned for LSP operations for May 24th and May 25th. Additionally, she noted PE's American Correctional Association (ACA) Reaccreditation audit is scheduled for October 24th and 25th.
27. Lastly, Mrs. Farrar reported that PE policies and DOC Regulations continue to be reviewed and updated. She requested that the Executive Staff continue reviewing the policy updates and responding timely.
28. Then, Director Stagg asked Mrs. Burrell for the financial update.
29. Mrs. Burrell began by reporting that the January 2022 final YTD sales for Industries were \$5.6 million compared to \$5.7 million in January 2021. Agriculture YTD sales for January 2022 were \$2.5 million compared to \$2.3 million in January 2021. Retail YTD sales for January 2022 were \$9.8 million compared to \$8.3 million in January 2021. Overall, YTD sales for January 2022 increased by \$1.5 million compared to January 2021.
30. Next, Mrs. Burrell reported that January 2022 final YTD net income for Industries was a loss of \$75,000 compared to loss of \$253,000 in January 2021. Agriculture YTD net income for January 2022 was \$103,000 compared to a loss of \$221,000 in January 2021. Retail YTD net income for January 2022 was \$881,000 compared to \$572,000 in January 2021. Overall, YTD net income for January 2022 increased by \$841,000 compared to January 2021.
31. Continuing, Mrs. Burrell reported that February 2022 final YTD sales for Industries were \$6.4 million compared to \$6.3 million in February 2021. Agriculture YTD sales for February 2022 were \$2.7 million compared to \$2.3 million in February 2021. Retail YTD sales for February 2022 were \$10 million compared to \$9.4 million in February 2021. Overall, YTD sales for February 2022 increased by \$1.8 million compared to February 2021.
32. Then, Mrs. Burrell reported that February 2022 final YTD net income for Industries was \$34,000 compared to loss of \$344,000 in February 2021. Agriculture YTD net income for February 2022 was \$137,000 compared to a loss of \$325,000 in February 2021. Retail YTD net income for February 2022 was \$927,000 compared to \$671,000 in February 2021. Overall, YTD net income for February 2022 increased by \$1 million compared to February 2021.
33. Lastly, Mrs. Burrell reported that March 2022 preliminary monthly sales decreased by \$723,000 compared to March 2021 sales and March 2022 preliminary YTD sales increased by \$1.1 million compared to March 2021 YTD. April 2022 preliminary monthly sales

decreased by \$512,000 compared to April 2021 and April 2022 preliminary YTD sales increased by \$604,000 compared to April 2021.

34. Then, Director Stagg asked Mr. Juneau for the industries update.
35. Mr. Juneau began with a staff update. A PE Truck Driver remains out due to an injury, interviews for truck drivers were conducted and an offer was made, the new Canteen Distribution Center (CDC) supervisor Prentice Moore completed training and is working at CDC.
36. Next, Mr. Juneau provided an equipment and project update. The bottle filler bid was awarded yesterday and is projected to arrive in twelve (12) – fourteen (14) weeks, the embroidery machine bid opens June 1st, and the bid for the FuelTrac compatible gas pump has one (1) bidder and expected to be awarded soon. The air conditioning unit for the Silkscreen Shop and the roller coat paint machine is projected to be sent to Office of State Procurement (OSP) soon. The full color high quality production Xante printer was received and the Office of Technology Services (OTS) is working on having it installed to the network, then training can be scheduled. The Xerox machine at the Print Shop is broken and we continue to wait on a loaner machine from Xerox. The two (2) air conditioning units at the Print Shop were installed and the repairs to the roof at the T-shirt Factory are tentatively scheduled to begin in two (2) weeks.
37. Continuing, Mr. Juneau provided updates on some LSP industries. The CPP deliveries for the Spring Program were completed, Keefe began picking for the Summer Program, PE expects to receive the packages by May 25th and deliver to the institutions by June 2nd. The Tag Plant received the Scotchlite order and 42,000 pounds of aluminum. An additional 38,000 pounds is expected to be delivered by July 8th. The Tag Plant is working overtime and averaging eight thousand (8,000) tags per day. The Metal Fabrication (Metal Fab) Shop continues to work overtime on several orders for Office of State Parks. The Silkscreen Shop is working on the Office of Motor Vehicles (OMV) specialty plates FYE order.
38. Additionally, Mr. Juneau reported on the other industries. The Furniture Plant is working on nineteen (19) jobs and has eight (8) orders waiting to be shipped. The Southwest Transitional Work Program (SWTWP) Garment Factory has become proficient in production of jumpsuits and scrubs, while RLCC Garment Factory remains busy manufacturing jeans.
39. Lastly, Mr. Juneau stated that all PE industries are very busy working on orders, as well as preparing for hurricane season and FYE orders.
40. Mr. Honore inquired on hurricane season preparation.
41. Mr. Juneau provided a list of items that PE industries typically stock for hurricane season.
42. Next, Director Stagg asked Mr. Hoover for the agriculture updates.
43. Mr. Hoover began with a cattle update. He reported that all the cattle were worked and calving is completed. The bulls are scheduled to be separated from the cows by the end of May. Three (3) loads of DCI yearling heifers weighing an average of seven hundred seventy-five (775) pounds and sold for \$1.3650 per pound will ship next week. Additionally, a mixed load of fall born calves from LSP will ship the first week in June.
44. Next, Mr. Hoover reported on row crops. The corn is tassling and looks good. Most of the soybeans inside the main levee are up. Plans to plant several hundred acres of soybeans

- behind the main levee are delayed until the seed contract is awarded. However, once planted PE will have approximately twenty-two hundred (2,200) acres of soybeans.
45. Mr. Oliveaux inquired on how many acres of corn were planted.
 46. Mr. Hoover stated that PE planted approximately five hundred twenty (520) acres of corn.
 47. Lastly, Mr. Hoover reported that Bruce Lee with DWCC Rangeherd retired on April 3rd and Dale Vaughn was hired as his replacement.
 48. Mr. Ardoin stated that the next meeting will be held at 10 AM on June 21, 2022.
 49. Mr. Oliveaux interjected that previous board member Eugene Andries passed away on May 3rd.
 50. Mr. Ardoin adjourned the meeting at 10:30AM.
 51. However, Director Stagg noted that Mrs. Ransome reviewed the revenues related to recycled license tags that were discussed during the April board meeting.
 52. Mrs. Ransome reported that PE received \$26,544 of revenue from recycled aluminum tags in one (1) year.
 53. Mr. Ardoin adjourned the meeting at 10:31 AM.