

Prison Enterprises Board Meeting

**June 15, 2021
(via Zoom)**

APPROVED
Misty Stagg
Misty Stagg, Director
6/15/21
Date

1. Due to the COVID-19 pandemic, the Board Meeting was held via Zoom Teleconferencing. To comply with social distancing requirements, the Prison Enterprises (PE) Executive Staff met in the H.C. Peck Board Room to teleconference with PE Board Members.
2. Chairman Joseph Ardoin called the meeting to order at 9:31 AM via Zoom.
3. Attendance:
 - 3.1 Members Present:
Joseph Ardoin, Chairman
Harvey Honore'
Richard Oliveaux
 - 3.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Angela Burrell
Brooke Farrar
Scot Floyd
Kacie Henderson
Danny Hoover
Kenny Juneau
Vickii Melius
Michelle Montalbano
4. Mr. Ardoin acknowledged that a quorum was not present, therefore, a vote to approve the April 20, 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 the Department of Corrections (DOC) supplemental bill passed the Legislative House and Senate. The impact of the supplemental orders to PE sales was discussed.
7. Then, Director Stagg announced that PE staff with "K-Time" will be paid up to one hundred (100) hours on their June 18th paycheck.
8. Lastly, Director Stagg provided an update on the Louisiana Correctional Institute for Women (LCIW) projects. She stated that the modifications to the bed prototype that LCIW requested were made and are waiting on approval to begin production. LCIW is scheduled to move the remaining females at Elayn Hunt Correctional Center (EHCC) to Jetson Correctional Center by the end of June, after which PE will move the LCIW Garment Factory equipment and inventory to the Southwest Transitional Work Program (SWTWP) Garment Factory. She added that it is possible the new LCIW facility may have accommodations for a PE industry.
9. Director Stagg asked Mr. Floyd for his updates.
10. Mr. Floyd provided a review of the floating litter trap that PE built and installed for the Department of Environmental Quality (DEQ). The trap is working as expected and DEQ placed an order for a second trap. It is scheduled to be installed alongside the first one in Capitol Lakes (weather permitting).on Friday, June 18, 2021.

11. Lastly, Mr. Floyd reported that the Louisiana Workforce Commission (LWC) contacted PE regarding the possibility of reestablishing their Janitorial Program. He noted that LWC withdrew their janitorial contract at the onset of the COVID-19 pandemic.
12. Director Stagg then asked Mrs. Henderson for her updates.
13. Mrs. Henderson announced that PE received two used vehicles from federal surplus, a truck for Dixon Correctional Institute (DCI) replacement heifer operations and a Suburban to be used at PE HQ's.
14. Next, Mrs. Henderson stated that the Ancillary bill which includes PE, passed and was signed on May 24th, the bid for Canteen Package Program (CPP) request for proposal (RFP) opened June 8th and a kickoff meeting for the CPP RFP with Office of State Procurement (OSP) is scheduled for June 22nd.
15. Lastly, Mrs. Henderson reported that job orders for the month of May 2021 were \$541,000 compared to \$320,000 for May 2020. Year-to-date (YTD) job orders for May 2021 were \$6.7 million and the YTD job orders for May 2020 were \$7 million. The June 2021 monthly job orders through June 7th were \$109,000 compared to \$445,000 for all of June 2020. The current YTD job orders to-date were \$6.8 million compared to \$8 million through June 2020.
16. Director Stagg asked Mrs. Farrar for her updates.
17. Mrs. Farrar reported that PE operations are preparing for the annual DOC Headquarters Compliance Monitoring audit (AM-H2 audit) at LSP on July 14-15, 2021 and that DCI's American Correctional Association (ACA) Reaccreditation Audit is on July 21 – 22, 2021. Several site visits to PE operations are scheduled to review files and ensure compliance.
18. Next, Director Stagg asked Mrs. Burrell for the financial update.
19. Mrs. Burrell reported that March 2021 finalized YTD sales for Industries were \$7 million compared to \$7.4 million in March 2020. Agriculture YTD sales for March 2021 were \$2.3 million compared to \$2 million in March 2020. Retail YTD sales for March 2021 were \$11.1 million compared to \$8.9 million in March 2020. Overall, YTD sales for March 2021 increased by \$2.2 million compared to March 2020.
20. Next, Mrs. Burrell reported that March 2021 finalized YTD net income for Industries was a loss of \$403,000 compared to net income of \$226,000 in March 2020. Agriculture YTD net income for March 2021 was a loss of \$356,000 compared to a loss of \$814,000 in March 2020. Retail YTD net income for March 2021 was \$841,000 compared to \$350,000 in March 2020. Overall, YTD net income for March 2021 increased by \$570,000 as compared to March 2020.
21. Lastly, Mrs. Burrell reported that April 2021 preliminary monthly sales increased by \$428,000 compared to April 2020 and YTD sales were up by \$2.5 million compared to April 2020 YTD sales. May 2021 preliminary monthly sales were up by \$155,000 compared to May 2020 and YTD sales were up by \$2.7 million compared to April 2020 YTD sales.
22. Then, Director Stagg asked Mrs. Melius for the Sales and Marketing update.
23. Mrs. Melius began by reporting that PE received three (3) significant DOC job orders. An order from Raymond Laborde Correctional Center (RLCC) for inmate clothing, print, and linens totaling \$45,722, an order from David Wade Correctional Center (DWCC) for officer uniforms, inmate clothing, chairs, janitorial supplies, and linens totaling \$38,288, and an order from LSP for officer uniforms, print, chairs, furniture, and janitorial supplies totaling \$35,541.

24. Then, Mrs. Melius reported that that PE received two (2) other significant job orders. An order from the Bossier City Johnny Gray Jones Youth Center for metal beds and desk/stool combinations totaling \$22,000 and an order from Orleans Parish Sheriff's Office for mattresses totaling \$18,000.
25. Next, Mrs. Melius reported that one (1) significant quote submitted to the Orleans Levee District for signs totaling approximately \$10,000 is outstanding.
26. Then, Mrs. Melius stated that that PE attended the LSA Jail Training Conference, May 23rd – 25th in Lake Charles.
27. Lastly, Mrs. Melius reported on potential job orders. An order for the Claiborne Parish Sheriff's Office for new office furniture, chairs, and lounge furniture, the Shreveport Library for refurbished furniture, and the Bossier Parish Library for furniture. Also, three (3) new customers: the Lakefront Airport is interested in uniforms, Deridder Police Department ordered a chair, as well as Iberia Parish Jail ordered chairs. Lastly, a bid for approximately \$240,000 was submitted to OSP for Louisiana (LA) Office of State Parks for rockers, picnic tables, grills, and fire rings.
28. Director Stagg requested an industries update from Mr. Juneau.
29. Mr. Juneau began with a personnel update. A Print Shop Supervisor was hired, and PE's Maintenance Foreman, Mike King was promoted to Quality Assurance Coordinator for the RLCC Garment Factory, the Allen Correctional Center (ALC) Furniture Plant and the SWTWP Garment Factory.
30. Next, Mr. Juneau reported that the last delivery for the Canteen Package Program (CPP) Summer Program was completed and ordering for the Fall Program begins June 14th and ends July 15th.
31. Continuing, Mr. Juneau provided an update on the status of the Garment Factory at SWTWP. Inmate workers continue to be trained in all steps of jean production. As they gain experience in the processes, an increase in jean production is realized.
32. Lastly, Mr. Juneau stated that all industries are working diligently building inventory so that all fiscal year end orders can be filled and delivered timely.
33. Then, Director Stagg asked Mr. Hoover for an agriculture update.
34. Mr. Hoover reported on row crops. The milo looks good and starting to head out. The corn is matured and expected to harvest in August. Although weather conditions slowed soybean planting, it was completed with approximately seventeen hundred (1,700) acres planted.
35. Continuing, Mr. Hoover reported that three (3) loads of heifers totaling one hundred eighty (180) head and weighing an average of eight hundred eight (808) pounds sold for \$163,339. The bulls were picked up from the cows and forty-nine (49) bulls were shipped from LSP to RLCC. One (1) mixed load of fall calves weighing approximately six hundred fifty (650) pounds will ship Friday, June 18th. The calves sold for \$1.36 on steers and heifers were ten (10) cents back. Additionally, PE participated in the Southwest Horse Auction held on May 29th. LSP Rangeherd sold fourteen (14) head of horses for a total of \$71,267 which included the top seller in the sale, a seven (7) year old stallion that sold for \$24,500.
36. Mr. Ardoin inquired on staffing for the LWC janitorial program assuming it occurs.
37. Director Stagg reported that she contacted Warden Bickham at DCI and notified him of the possibility of a new contract. They also discussed the importance of staffing the Janitorial Program.
38. Mr. Ardoin adjourned the meeting at 9:54 AM.