

APPROVED
Misty Stagg, Director
8/15/23
Date

Prison Enterprises Board Meeting
July 18, 2023

1. Chairman Joseph Ardoin called the meeting to order at 10:02 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
 - Vickii Melius
 - Michelle Montalbano
 - Edna Palmer
 - Loyd Smith
3. Mr. Ardoin acknowledged that not enough board members were present for a quorum, therefore a vote to approve the board meeting minutes for May 16th and June 20th could not be taken.
4. Then, Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg began the meeting with a staff update. Stuart Gray was introduced as PE's new Administrative Program Director and Edna Palmer as PE's new Accountant Manager 2. Additionally, PE's Marketing Manager Vickii Melius submitted her resignation effective August 11th as she was hired as the legislative liaison for the Lieutenant (Lt.) Governor.
6. Next, Director Stagg provided an update on PE successfully completing fiscal year end (FYE) orders and deliveries.
7. Then, Director Stagg asked Mr. Floyd for his updates.
8. Mr. Floyd provided an administrative update. Procurement requested that PE operations turn in all January 1, 2024 contract requests. Additionally reported was that the Canteen Standards Meeting is scheduled for July 25th and a front desk receptionist begins on July 24th.
9. Director Stagg then asked Mr. Chapman for his updates
10. Mr. Chapman reported that a New Employee Checklist and PE Policy sign-off sheets were added to PE's orientation process per the recommendation of the Office of Risk (ORM) and safety compliance records are being compiled in preparation for next year's ORM audit. Additionally, the Department of Corrections (DOC) Training Department was notified that all PE staff are to be assigned quarterly safety training classes.
11. Continuing, Mr. Chapman stated that he conducted an AM-H-2 monitoring site visit at the Furniture Plant on July 12th and DOC HQ's will conduct an AM-H-2 monitoring site visit at PE HQ's on August 17th. Lastly, Mr. Chapman reported that PE's 2023 American

- Correctional Association (ACA) files are being updated for a review by DOC's Central Office ACA Manager on August 10th.
12. Lastly, Mr. Chapman reported that PE staff members continue to submit monthly documents, as well as be supportive and cooperative in all ACA Accreditation efforts.
 13. Director Stagg asked Ms. Palmer for the financial update.
 14. Ms. Palmer reported that May 2023 final monthly sales were \$2.8 million compared to May 2022 monthly sales of \$3.2 million, a decrease of \$431,000. May 2023 year-to-date (YTD) sales were \$27.4 million compared to May 2022 YTD sales of \$27 million, an increase of \$320,000. May 2023 final monthly net income was \$258,000 compared to May 2022 monthly net income of \$865,000, a decrease of \$607,000. May 2023 final YTD net income was \$510,000 compared to May 2022 net income of \$1.1 million, a decrease of \$589,000.
 15. Lastly, Ms. Palmer stated that June 2023 preliminary monthly sales were \$3.3 million compared to June 2022 monthly sales of \$3.5 million, a decrease of \$146,000 and June 2023 preliminary YTD sales were \$30.8 million compared to May 2022 YTD sales of \$30.6 million, an increase of \$174,000.
 16. Director Stagg asked Mrs. Melius for the sales and marketing update.
 17. Mrs. Melius began by reporting that PE hired a new sales representative for the Southwest territory.
 18. Then, Mrs. Melius reported that PE received four (4) significant DOC job orders for June 30th. An order from Louisiana State Penitentiary (LSP) for furniture, janitorial supplies, mattresses, linens, inmate clothing and officer uniforms totaling \$171,169, an order from Dixon Correctional Institute (DCI) for inmate clothing, linens, mattresses, and furniture totaling \$90,010, an order from RLCC for janitorial supplies totaling \$34,755, and an order from LA Correctional Institute for Women (LCIW) for inmate clothing and janitorial supplies totaling \$31,023.
 19. Additionally, Mrs. Melius reported that PE received three (3) DOC job orders for delivery after July 1st. An order from Raymond Laborde Correctional Center (RLCC) for inmate clothing totaling \$67,342, an order from DCI for linens, mattresses, and print totaling \$25,352, and an order from Allen Correctional Center (ALC) for inmate clothing and officer uniforms totaling \$20,860.
 20. Next, Mrs. Melius reported two (2) other significant job orders for delivery after July 1st. An order from the Office of State Parks for furniture totaling \$156,936 and an order from the Secretary of State for furniture totaling \$24,247.
 21. Mrs. Melius announced that the sales and marketing staff are scheduled to attend the LA Chiefs of Police Association Conference July 25th – 27th in Marksville, LA and the LA Municipal Association Conference August 2nd – 4th in Alexandria, LA.
 22. Continuing, Mrs. Melius provided an update on potential and/or upcoming jobs such as furniture and metal benches for Pinecrest Support Services, the Town of Ferriday for embroidered shirts, LA State University (LSU) Fire and Training for signs, and the Bayou Black Fire Department for furniture.
 23. Lastly, Mrs. Melius reported monthly job orders for June 2023 were \$620,000 compared to \$746,000 for June 2022 and YTD job orders for June 2023 were \$10.4 million compared to \$9.6 million for June 2022. Monthly and YTD job orders through July 14th were \$739,000 compared to \$737,000 for all of July 2022.
 24. Director Stagg asked Mr. Juneau for an industries update.

25. Mr. Juneau began with a staffing update. A supervisor was hired for the Soap Plant starting August 7th and two PE Truck Driver positions remain vacant.
26. Next, Mr. Juneau provided the status of significant equipment and raw materials purchases. An order for 80,000 pounds of aluminum was received and a requisition for another 180,000 pounds of aluminum was submitted. Additionally, PE's second tractor truck is scheduled to be delivered to LA Property Assistance Agency (LPAA) July 18th or July 19th.
27. Continuing, Mr. Juneau reported on special projects and highlights of some industries.
 - a. The Canteen Package Program (CPP) completed the Summer Program and Keefe plans to conduct a physical inventory soon.
 - b. The Tag Plant is working on 30,500 remaining license tags. To ensure adequate amounts of materials are purchased, the Tag Plant conferred with the OMV and they projected a minimum of 975,000 license tags will be ordered for fiscal year FY 24.
 - c. Most of the remaining industries worked overtime to complete FYE orders timely.
 - d. The Mattress Factory manufactured a new suicide mattress prototype and submitted it for burn testing.
 - e. A conference call is scheduled with FuelTrac on July 19th to discuss the requirements for upgrading PE's fuel pumps to be FuelTrac compatible.
 - f. The Canteen Standards Meeting is scheduled for July 25th. Lastly, all January 1, 2024 contracts are due to procurement by July 21st.
28. Director Stagg commended the Tag Plant for diligently working on the remaining OMV license tags order for FYE deliveries while challenged with repeated power outages.
29. Then, Director Stagg asked Mr. Smith for the agriculture update.
30. Mr. Smith began with a Rangeherd update. The fall steers weighed an average of seven hundred fifty-one (751) pounds when sold on video auction. They were shipped on July 12th. The 2021 replacement heifers were weaned July 5th. The cows at Elayn Hunt Correctional Center (EHCC) were weaned July 10th and being shipped to David Wade Correctional Center (DWCC).
31. Next, Mr. Smith provided a row crop update. The estimated seven hundred fifty-two (752) acres of corn looks exceptional. Approximately one thousand four hundred forty (1,440) acres of soy beans were planted inside the levee and nearly three hundred (300) were planted outside the levee. Two (2) contracts for five thousand (5,000) each bushels of corn were booked and one (1) contract for ten thousand (10,000) bushels of soybeans was booked.
32. Continuing, Mr. Smith reported that all of the mares had foaled, were exposed, and are waiting to be palpated.
33. Mr. Ardoin inquired on the location of the mares.
34. Mr. Smith stated that six (6) mares are at DWCC and the remaining mares are at LSP.
35. Lastly, Mr. Smith provided an update on the timber consultant.
36. Mr. Ardoin stated the next meeting is scheduled for August 15th.
37. Mr. Oliveaux made a motion to adjourn the meeting and it was seconded by Mr. Lane.
38. Mr. Ardoin adjourned the meeting at 10:28 AM.