

APPROVED  
  
Misty Stagg, Director  
Date

**Prison Enterprises Board Meeting**

**November 17, 2020  
(via Zoom)**

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, Mrs. Henderson, Mrs. Sigrest, and Mrs. Burrell 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 10:05 AM via Zoom.
3. Attendance:
  - 3.1 Members Present:  
Joseph Ardoin, Chairman  
Eric Lane  
Richard Oliveaux
  - 3.2 Prison Enterprises Staff Present:  
Misty Stagg, Director  
Angela Burrell  
Scot Floyd  
Kacie Henderson  
Michelle Montalbano  
Kristie Sigrest
4. Mr. Ardoin acknowledged that not enough board members were present for a quorum; therefore, a vote to approve the February 18, 2020 board meeting minutes could not be taken.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began by thanking everyone for participating in the meeting and explained that since the February Board Meeting, PE has undergone several Executive Staff changes. PE's former Director, Michael Moore, retired and Mrs. Stagg was appointed to the Director position. Scot Floyd was appointed to the Deputy Director position and PE's Quality Assurance Coordinator over LSP Industries, Kenny Juneau, was appointed to the Industries Manager position. Kristie Sigrest, whom has worked for PE for thirty-six (36) years, retires on January 3, 2021 and Ms. Angela Burrell was detailed to the Accountant Manager 2 position. Additionally, PE's Accountant Manager 1, Melaine Curry, plans to retire January 3, 2021 and the Furniture Plant Supervisor, Jeffery Jones retires November 30<sup>th</sup>.
7. Next, Director Stagg reported on a few of PE's accomplishments and challenges that occurred since the last meeting. Sales and Marketing launched a PE Facebook page, the proposal to increase incentive pay for inmates was approved and implemented, and the Louisiana Workforce Commission cancelled the Janitorial Contract.
8. Director Stagg explained the details of the increase in incentive pay for PE inmates and reviewed the circumstances surrounding the cancellation of the janitorial contract.
9. Continuing, Director Stagg provided an overview of the effects of the COVID-19 pandemic to PE staff and inmates in regards to health, attendance, and workplace.
10. Then, Director Stagg provided an update on PE's 2019 Annual Awards. Due to the pandemic, a ceremony was not permitted. However, the dedication and exemplary performance of PE staff did not go unnoticed. Director Stagg and Mr. Floyd presented the

awards to each winner. During the meeting, Director Stagg recognized Mrs. Sigrest as the recipient of the Boss Dick Award and noted that a list of the award winners will be emailed to the Board Members.

11. Lastly, Director Stagg reported that PE received a Public Records Request from a New Orleans television station. A response is being prepared and will be submitted timely.
12. Then, Director Stagg asked Mr. Floyd for his updates.
13. Mr. Floyd provided details on PE's response to the COVID-19 pandemic. In March, PE collaborated with the Louisiana Secretary of State, Department of Environmental Quality, LSU Chemistry, and Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to make hand sanitizer. PE produced approximately sixty-five hundred (6,500) gallons of hand sanitizers that were packaged into sixty thousand (60,000) containers ranging from eight (8) ounce bottles to fifty-five (55) gallon drums. Additionally, PE's Garment Factories and several other plants began producing Personal Protective Equipment (PPE) for offenders such as face shields, gowns, and facemasks. Approximately seventy thousand (70,000) facemasks were provided to the DOC Incident Management Center (IMC) and distributed to DOC facilities throughout the state.
14. Next, Mr. Floyd reported that all PE industries were affected by COVID-19. Production at PE's industries was limited and several plants were closed due to quarantines and COVID-19 restrictions.
15. Then, Mr. Floyd, announced that the tree-planting contract is in place for the four hundred seventy-five (475) acres surrounding the Southwest Transitional Work Program that was the former C. Paul Phelps Correctional Center (PCC). Planting is scheduled to begin in January 2021 and continue through March 2021.
16. Continuing, Mr. Floyd provided updates on the relocation status of the EHCC Garment Plant to the Southwest Transitional Work Program. Production at the EHCC Garment Plant has stopped as the equipment was dismantled and being shipped to the new facility. The current EHCC Garment Plant supervisor was transferred to the Industries Relief position for all non-LSP industries. However, she will continue as the EHCC Garment Plant supervisor until a new supervisor is hired. (Candidates are being interviewed this week.)
17. Next, Mr. Floyd reported on the Apprenticeship Program. There are nine (9) journeymen tutors and seven (7) students. Recently seven (7) inmates completed the instructor course and began the six (6) months of "on-the-job" training to become certified instructors.
18. Next, Mr. Floyd explained that LCIW asked PE to provide a prototype of a cubicle bed unit they may use at the new LCIW facility. The cubicle unit consists of four (4) foot wall enclosures, a bed, a desk, shelves and two drawers for storage. PE constructed a prototype and the architects, contractors, installers, as well as LCIW and DOC facility services representatives were pleased with the results. Additionally, the Office of Juvenile Justice (OJJ) is interested in the bed unit for a new youth facility being built in Monroe.
19. Continuing, Mr. Floyd reported sixteen hundred seventy-eight (1,678) acres of soybeans were planted and four hundred eight acres (408) of corn with an estimated yield of two hundred eight (208) bushels per acre.
20. Lastly, Mr. Floyd stated that the summer cattle sales were delayed due to a declining market. Fortunately, PE was able to move the cattle to Raymond Laborde Correctional Center (RLCC) until the market price increased. The cattle were eventually sold in late July and were shipped in August.
21. Mr. Ardoin and Mr. Floyd discussed construction of the LCIW prison.

22. Mr. Lane and Mr. Floyd discussed the physical location of the Garment Plant within the Southwest Transitional Work Program facility, the anticipated number of inmate workers, and the projected date that production will begin at the new plant.
23. Director Stagg then asked Mrs. Henderson for her updates.
24. Mrs. Henderson provided a brief overview of new PE programs and/or projects. Discussed in detail were the E-cigarettes pilot, the Christmas Bag project, and establishing a contract for DOC correctional officer uniform facemasks.
25. Next, Mrs. Henderson reported that PE submitted requests to purchase three (3) new vehicles. Two (2) trucks that will replace aging agriculture and industry trucks, and a mid-sized SUV to replace an older PE Headquarters vehicle.
26. Then, Mrs. Henderson provided an update on sales and marketing. She noted that the sales staff has been busy obtaining orders and establishing new customers. Mrs. Henderson reported on significant job orders. The Office of Motor Vehicles (OMV) placed an order for tags totaling \$587,513, LCIW ordered bunks and single beds totaling \$87,000, Lincoln Parish Sheriff's Office ordered bunks, picnic tables, and mattresses totaling \$86,000, the Youth Challenge Program (YCP)/Pineville ordered metal lockers totaling \$138,000, and the Lafourche Parish Correctional Complex ordered bunks totaling \$19,500.
27. Continuing, Mrs. Henderson reported on new customers and parishes. Northwestern State University, Johnny Gray Jones Youth Center, Bossier Parish Youth Center, and Grand Isle Police Department, as well as Concordia, Jackson, Franklin, St. Landry, Bossier, and Webster Parishes recently placed orders.
28. Next, Mrs. Henderson reported LSP placed an order for janitorial supplies, inmate clothing, linens, print, officer uniforms and mattresses totaling \$418,000.
29. Lastly, Mrs. Henderson reported that job orders for the month of October 2020 were \$751,000 compared to \$245,000 for October 2019. Year-to-date (YTD) job orders for October 2020 were \$2.9 million and the YTD job orders for October 2019 were \$3.6 million. The November monthly job orders to date were \$1.3 million compared to \$392,000 for all of November 2019. The current YTD job orders for November 2020 are \$3.9 million compared to \$4 million through November 2019.
30. Director Stagg asked Mrs. Sigrest for the financial update.
31. Mrs. Sigrest began by reporting on fiscal year-end. June 2020 YTD sales were \$25.7 million compared to June 2019 YTD sales of \$27.1 million, a decrease of \$1.4 million and YTD net income for June 2020 was a loss of \$116,000 compared to YTD net income of \$134,000 for June 2019, a decrease of \$251,000.
32. Continuing, Mrs. Sigrest reported final YTD sales for September 2020 were \$7.2 million compared to YTD sales for September 2019 of \$5.8 million, an increase of \$1.3 million and YTD net income for September 2020 was a loss of \$337,000 compared to a loss of \$696,000 for September 2019, an increase of \$359,000.
33. Lastly, Mrs. Sigrest stated that for several months Mrs. Burrell has been training for her (Mrs. Sigrest's) position and will do a great job.
34. Mr. Oliveaux, Mr. Lane, and Mr. Ardoin congratulated Mrs. Sigrest on her retirement.
35. Then, Director Stagg asked Ms. Montalbano for her updates.
36. Ms. Montalbano referenced the November 16<sup>th</sup> email to the Board Members containing the instructions for taking the annual mandatory training courses. She noted Louisiana requires that public servants complete one (1) hour of ethics training and one (1) hour of training on preventing sexual harassment during each calendar year.

37. Lastly, Ms. Montalbano stated that the 2021 Board Meeting Schedule would be emailed by November 18<sup>th</sup>.
38. Director Stagg reviewed PE's accomplishments during the last several months and commended the staff on working together to expand PE. She attributed the increase in sales to having three (3) full time sales staff along with Mr. Labatut's assistance in this area.
39. Mr. Oliveaux inquired on the status of putting a PE industry at B.B. "Sixty" Rayburn Correctional Center (RCC).
40. Director Stagg reported that on several occasions she and Warden Bickham have discussed the feasibility of establishing a PE industry at RCC.
41. Mr. Oliveaux questioned the status of allowing the sales team the use of a state vehicle as an incentive and referenced the Fire Marshal as an example.
42. Director Stagg explained that more than likely it is not allowed. However, consideration to follow up will be explored.
43. Mr. Ardoin set the next meeting via Zoom, for 10:00 AM, Tuesday, December 15, 2020 and adjourned the meeting at 10:49 AM.