

Prison Enterprises Board Meeting

November 21, 2023

APPROVED
Misty Stagg
Misty Stagg, Director
3/21/24
Date

1. Vice-Chairman Richard Oliveaux called the meeting to order at 10:00 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana (LA).
2. Attendance:
 - 2.1 Members Present:
 - Richard Oliveaux, Vice-Chairman
 - Eric Lane
 - Harvey Honore'
 - 2.2 Prison Enterprises Staff Present:
 - Misty Stagg, Director
 - Deloy Chapman
 - Brooke Farrar
 - Scot Floyd
 - Stuart Gray
 - Kenny Juneau
 - Edna Palmer
 - Danny Willis
3. Mr. Oliveaux chaired the meeting in Mr. Ardoin's absence. Mr. Oliveaux acknowledged that not enough board members were present for a quorum to take place, therefore a vote to approve the board meeting minutes for August 15th and October 24th, 2023, could not be taken.
4. Then, Mr. Ardoin turned the meeting over to Director Stagg.
5. Director Stagg began the meeting by thanking everyone for their dedication to PE.
6. Then, Director Stagg announced that interviews for the Executive Management Officer position were conducted and a candidate will likely be selected next week.
7. Director Stagg asked Mr. Floyd for his updates.
8. Mr. Floyd reported that PE's Regional Manager, PE's Row Crops Farm Manager, and himself attended the 2023 National Association of Institutional Agribusiness (NAIA) Conference on November 13-17, 2023, in Charleston, South Carolina. Mr. Floyd was asked to serve as a Board Member for NAIA for a three (3) year term. He stated that NAIA has expressed interest in possibly hosting a conference in Louisiana in the future.
9. Director Stagg asked Mr. Gray for his updates.
10. Mr. Gray began with a staffing update. Currently there are two (2) vacant sales positions. Interviews were conducted and an offer will likely be made to a candidate for the Southwest region soon.
11. Then, Mr. Gray provided a purchasing update. PE's Procurement Analyst 3 Shaun Leonard is scheduled to return from medical leave soon. Mr. Chapman continues to cross train Chelsea McGraw on processing contract renewals. The Canteen Standards list was approved and the new items are being added to the bid list. Christmas Bag orders were received from the majority of the institutions. The Christmas canteen items bid opened on November 8th.
12. Next, Mr. Gray provided an update on property. He reported there were no new insurance claims. PE's Property Manager continues working on cattle inventory.
13. Director Stagg asked Mr. Chapman for his updates.

2023 totaled \$293,000 compared to \$1 million in November 2022. The November 2023 YTD job orders totaled \$4 million compared to \$5.7 million for November 2022.

31. Director Stagg asked Mr. Juneau for the industries update.
32. Mr. Juneau began with a staff update. He reported that two (2) PE Truck Driver positions remain vacant. The posting for those positions is continuous and Human Resources keeps him abreast of a list of applicants. He further announced that the CDC Supervisor resigned, effective November 24th, and a job announcement was posted for the vacancy.
33. Next, Mr. Juneau provided a purchasing and equipment update.
 - a. The bid for 80,000 pounds of aluminum was awarded and is expected to arrive by the end of November.
 - b. The bid for the Louisiana Correctional Institute for Women (LCIW) stainless steel seats was awarded and is expected to arrive by the end of the year.
 - c. The bid opening date (BOD) for the Furniture Plant lumber is November 14th.
 - d. The bid for the evaporator/condenser for Freezer 5 at Wakefield Meat Plant was extended to November 22nd.
 - e. The bid for the Metal Fab press brake was awarded and is expected to be received in approximately fourteen (14) weeks.
 - f. Ordering for the Canteen Package Programs (CPP) 4th Quarter Program ends November 13th. Picking products is scheduled to begin today and is expected to end December 12th. All orders are projected to be delivered by December 14th.
34. Lastly, Mr. Juneau provided updates on several projects and some industries.
 - a. The Tag Plant is working on the first blanket order of 270,000 license tags, which is expected to be completed today. A second blanket order from the Office of Motor Vehicles (OMV) totaling 100,000 license tags was received. Those are expected to be completed before the Christmas holidays. Approximately 650,000 license tags are remaining for the remainder of the year.
 - b. SWTWP will begin screening their own textiles effective immediately.
 - c. Metal Fab is working overtime on the LCIW project orders and other miscellaneous jobs.
 - d. The Wakefield Meat Plant delivered the institutions' Thanksgiving turkeys and LSP's Christmas turkeys.
 - e. The Furniture Plant is working overtime. The Office Juvenile Justice (OJJ) job was delivered November 20th.
 - f. PE received positive feedback on the carwash samples. The Soap Plant is expected to begin production on the carwash soap soon.
35. Then, Director Stagg asked Mrs. Farrar to report on the agriculture updates in Mr. Smith's absence.
36. Mrs. Farrar began with a Rangeherd update. PE is currently in the process of purchasing bulls. Dylan Reames was hired as PE Regional Manager who will oversee EHCC and DCI operations. PE plans to sell four (4) loads of two hundred seventy-five (275) head of steers on November 30th.
37. Next, Mrs. Farrar provided an update on row crops. She stated that the soybean harvest was completed and the yield averaged forty-six (46) bushels per acre. Additionally, the row crop ground is being prepared for next year's crop.
38. Then, Ms. Farrar reported that three (3) mares sold for \$16,050 at the Southwest Horse Sale on October 28th.
39. Lastly, Mrs. Farrar stated that the timber consultant still has not submitted the survey report.