

APPROVED
Misty Stagg
Misty Stagg, Director
12/2/21
Date

Prison Enterprises Board Meeting

November 16, 2021

1. The Board Meeting was held at Prison Enterprises (PE) Headquarters (HQ's) Baton Rouge, Louisiana (LA).
2. Chairman Joseph Ardoin called the meeting to order at 10:10 AM.
3. Attendance:
 - 3.1 Members Present:
 - Joseph Ardoin, Chairman
 - Eric Lane
 - 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
 - 3.3 Guest Present:
 - Claude-Michael Comeau
4. Mr. Ardoin stated that not enough board members were present for a quorum therefore a vote to approve the prior meeting minutes could not be taken.
5. Mr. Ardoin recognized that a guest was present and asked that he introduce himself and provide any comments.
6. Mr. Claude-Michael Comeau stated that he is the staff attorney for the Promise of Justice Initiative and he did not have any comments.
7. Mr. Ardoin turned the meeting over to Director Stagg.
8. Director Stagg thanked everyone for attending the meeting and asked Mr. Floyd for his comments.
9. Mr. Floyd announced that the Annual Report was completed and thanked the staff for their assistance in preparing the report.
10. Director Stagg noted that a copy of the Annual Report is included in the board members meeting folders.
11. Then, Director Stagg asked Mrs. Henderson for her updates.
12. Mrs. Henderson announced that the Administrative Assistant 4 (Front Desk) position was filled.
13. Next, Mrs. Henderson reported that most contracts are being rebid as the vendors rejected the contract renewals due to significant price increases and COVID related issues.
14. Lastly, Mrs. Henderson reported the job orders for the month of October 2021 were \$471,000 compared to \$751,000 for October 2020. Year-to-date (YTD) job orders for

October 2021 were \$2.9 million compared to \$2.9 million for October 2020. The November 2021 monthly job orders to-date were \$775,000 compared to \$1.1 million for all of November 2020. The current YTD job orders to-date were \$3.7 million compared to \$4.1 million through November 2020.

15. Director Stagg asked Mrs. Farrar for her updates.
14. Mrs. Farrar reported she continues to work on updating PE Policies and American Correctional Association (ACA) files.
15. Next, Mrs. Farrar explained that she is preparing for PE's ACA Reaccreditation Audit next fall.
16. Lastly, Mrs. Farrar stated that an AM-H-2 onsite audit was conducted on PE operations at Elayn Hunt Correctional Center (EHCC). All operations were found to be in compliance with ACA standards. She noted that the Soap Plant and Rangeherd did a great job.
17. Then, Director Stagg asked Mrs. Burrell for the financial updates.
14. Mrs. Burrell She reported that the August 2021 preliminary YTD sales for Industries were \$1.3 million compared to \$1.2 million in August 2020. Agriculture YTD sales for August 2021 were \$880,000 compared to \$504,000 in August 2020. Retail YTD sales for August 2021 were \$2.6 million compared to \$2.4 million in August 2020. Overall, YTD sales for August 2021 increased by increased by \$680,000 compared to August 2020.
15. Next, Mrs. Burrell reported that August 2021 preliminary YTD net income for Industries was \$88,000 compared to loss of \$239,000 in August 2020. Agriculture YTD net income for August 2021 was \$17,000 compared to a loss of \$165,000 in August 2020. Retail YTD net income for August 2021 was \$251,000 compared to \$225,000 in August 2020. Overall, YTD net income for August 2021 increased by \$354,000 as compared to August 2020.
16. Continuing, Mrs. Burrell reported that September 2021 preliminary monthly sales decreased by \$406,000 compared to September 2020 and YTD sales were up by \$274,000 compared to September 2020. October 2021 preliminary monthly sales decreased by \$349,000 compared to October 2020 sales and October 2021 preliminary YTD sales decreased by \$75,000 compared to October 2020 YTD.
17. Lastly, Mrs. Burrell announced that Mrs. Jenell Muse was hired to work as an Accountant 3.
18. Then, Director Stagg asked Mrs. Melius for the Sales and Marketing update.
19. Mrs. Melius began by reporting that PE received one (1) significant Department of Corrections (DOC) job order from EHCC for janitorial supplies, print, and officer uniforms totaling \$29,486.
20. Next, Mrs. Melius reported PE received four (4) other significant job orders. An order from the Office of Motor Vehicles (OMV) for tags totaling \$291,456, an order from Louisiana Department of Education (LDOE) for trash containers and picnic tables totaling \$128,745, an order from Pinecrest Support Services for furniture totaling \$100,540 and an order from St. Vincent de Paul for mattresses, linens, lockers, and chairs totaling \$71,270.
21. Additionally, PE has two (2) significant outstanding quotes. A quote to Baton Rouge Fire Department for uniform jackets totaling approximately \$70,000, and the Capital Area Transit System (CATS) for five hundred (500) signs totaling approximately \$28,000.
22. Continuing, Mrs. Melius provided information on several potential upcoming jobs including furniture for the Bossier Parish Library; chairs, seals, podium, and a table for

the new sheriff of Claiborne Parish; uniforms for the Pointe Coupee Sheriff's Office; uniforms for DeSoto Parish Sheriff's Office as well as various products for the sheriff's new office that is planned for 2022 and the new detention center that is planned for 2023; furniture and chairs for a new Livingston Parish Sheriff's Office Training Center; tactical pants and shirts for the Baton Rouge Fire Department; furniture for the new Church Point City Hall building; refurbished library seating for Northwestern State University (NSU); and approximately three (300) hundred refurbished and new pieces for the Shreveport Library.

23. Then, Mrs. Melius reported that PE received orders from Lafayette Parish Correctional Center, Grant Parish Sheriff's Office, and Webster Parish Sheriff's Office, all which have not ordered in quite some time.
24. Lastly, Mrs. Melius stated that a bid for jail supplies for the Livingston Parish Government will be submitted on November 18th.
25. Director Stagg asked Mr. Juneau for the industries update.
26. Mr. Juneau began with an update on LSP industries. The Canteen Package Program (CPP) plans to deliver the remaining program packages tomorrow. Canteen Distribution Center (CDC) Warehouse continues working on filling the DOC's Christmas Bag order. Transportation received a quote to repair/replace the gas pump with a Fueltrac compatible pump and are waiting to receive another quote. Additionally, transportation is in the process of purchasing a used tractor truck. The Tag Plant completed an OMV order for 92,000 license tags, and received two (2) additional orders totaling almost 147,000 license tags. The Tag Plant is awaiting delivery of 40,000 pounds of aluminum in November and 40,000 pounds in December. The Metal Fabrication (Metal Fab) Shop remains busy. The Welder Apprenticeship Program has four (4) apprentices and ten (10) journeymen working on course work and on-the-job training.
27. Then, Mr. Juneau provided updates on non-LSP industries. The Dixon Correctional Institute (DCI) Wakefield Meat Plant received turkeys and delivered them to all of the institutions. The Soap Plant received the chiller and working to install it. Raymond Laborde Correction Center (RLCC) Garment Factory began training on making jeans and the Southwest Transitional Workforce Program (SWTWP) is training on making jumpsuits. The Furniture Plant at Allen Correctional Center (ALC) is busy and the Cabinet Maker Apprenticeship Program continues to work on course work and on the job training.
28. Then, Director Stagg asked Mr. Hoover for the agriculture update.
29. Mr. Hoover reported that all crops were harvested and some of the crops were hauled. There are approximately nine (9) loads of soybeans and nearly thirty (30) loads of corn remaining to be hauled.
30. Next, Mr. Hoover reported that there are approximately two hundred eight (208) head of steers to sell at David Wade Correctional Center (DWCC).
31. Continuing, Mr. Hoover stated that all the ryegrass is planted and coming up, however, rain is needed in most areas. He noted that the cost of fertilizer and fuel is projected to increase.
32. Additionally, Mr. Hoover reported that the bulls are out with the fall cows.
33. Next, Mr. Hoover reported that PE sold six (6) horses at the October 29th auction in Covington for a total of \$15,059.

34. Lastly, Mr. Hoover stated that clear cutting the timber at Winn Correctional Center (WNC) is being considered.
35. Mr. Lane reported that Angola's Craft Sale will take place December 4th.
36. Mr. Ardoin stated that the next meeting will be held at 10 AM, Tuesday, December 21st.
24. Mr. Ardoin adjourned the meeting at 10:26 AM.