

APPROVED

Misty Stagg, Director

Date

Prison Enterprises Board Meeting

December 21, 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 10:04 AM.
3. Attendance:
 - 3.1 Members Present:
 - Joseph Ardoin, Chairman
 - Harvey Honore'
 - Eric Lane
 - Richard Oliveaux
 - Tim Travis
 - 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 exists, therefore, a vote to approve the board meeting minutes for October 19th and November 16th could be taken. Mr. Honore' made a motion to approve as written the above noted minutes. The motion was seconded by Mr. Travis and it passed unanimously.
5. Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg thanked everyone for attending the meeting and presented a slideshow with pictures of some of PE's agriculture and industry equipment, products manufactured by PE, staff achievements, and several newly designed items discussed in previous meetings.
7. After the slideshow presentation, Director Stagg asked Mr. Floyd for his updates.
8. Mr. Floyd provided an update on the redesigned uniforms for the inmate workers on the Baton Rouge Janitorial Crews. The uniform consist of a khaki poplin shirt with green twill pants.
9. Then, Director Stagg asked Mrs. Henderson for her updates.
10. Mrs. Henderson began with an update on the status of the Canteen Package Program (CPP) contract. Additionally, she stated that a meeting with the new CPP vendor went well.
11. Lastly, Mrs. Henderson reported the job orders for the month of November 2021 were \$1.7 million compared to \$1.1 million for November 2020. Year-to-date (YTD) job orders for November 2021 were \$4.7 million compared to \$4.1 million for November 2020. The December 2021 monthly job orders to-date were \$449,000 compared to \$276,000 for all

of December 2020. The current YTD job orders to-date were \$5.2 million compared to \$4.4 million through December 2020.

12. Next, Director Stagg asked Mrs. Melius for the sales and marketing update.
13. Mrs. Melius began by reporting that PE received three (3) significant DOC job orders. An order from Louisiana State Penitentiary (LSP) for linens, inmate clothing, janitorial supplies, mattresses, restraint tables, and print totaling \$505,174, an order from Elayn Hunt Correctional Center (EHCC) for inmate clothing, janitorial supplies, print, lockers, and officer uniforms totaling \$120,825, and an order from David Wade Correctional Center (DWCC) for inmate clothing, janitorial supplies, linens, and officer uniforms totaling \$75,528.
14. Continuing, Mrs. Melius reported PE received four (4) other significant job orders. An order from the Office of Motor Vehicles (OMV) for tags totaling \$176,860, an order from Office of State Parks for wood furniture totaling \$110,850, an order from the Louisiana Department of Education (LDOE) for metal tables and benches totaling \$80,342, and an order from Vernon Parish Tourism for metal benches, tables, and trash cans totaling \$19,934.
15. Additionally, PE has two (2) outstanding quotes. A quote for the Capital Area Transit System (CATS) for five hundred (500) signs totaling approximately \$28,000 and Youth Challenge Program (YCP)/Camp Minden for double bunks and lockers totaling approximately \$171,500.
16. Next, 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 the 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 the new Livingston Parish Sheriff's Training Building; tactical pants and shirts for the Baton Rouge Fire Department; furniture for the new Church Point City Hall building; refurbished chairs for the University of Louisiana Lafayette (ULL), refurbished library seating for Northwestern State University (NSU); and approximately three (300) hundred refurbished and new pieces for the Shreveport Library.
17. Then, Mrs. Melius reported that PE received an order from a customer that has not ordered in a long while, the DeSoto Parish Sheriff's Office, for jackets and pants totaling about \$6,000. Additionally, the sales department received an order for eight (8) Delta Chairs from the Natchitoches Fire Department (a new contact) they made at the Fireman's conference.
18. Lastly, Mrs. Melius stated that a bid for jail supplies for the Livingston Parish Government was submitted.
19. Director Stagg asked Mrs. Farrar for her updates.
20. Mrs. Farrar reported that an AM-H-2 onsite audit was conducted at PE HQ's and PE's operations at the Louisiana Correctional Institute for Women (LCIW). All operations were found to be in compliance with the American Correctional Association (ACA) standards.
22. Then, Director Stagg asked Mrs. Burrell for the financial update.
23. Mrs. Burrell reported that the September 2021 final YTD sales for Industries were \$2.1 million compared to \$2.1 million in September 2020. Agriculture YTD sales for

September 2021 were \$1.3 million compared to \$1.4 million in September 2020. Retail YTD sales for September 2021 were \$3.9 million compared to \$3.6 million in September 2020. Overall, YTD sales for September 2021 increased by \$329,000 compared to September 2020.

24. Next, Mrs. Burrell reported that September 2021 final YTD net income for Industries was a loss of \$38,000 compared to loss of \$304,000 in September 2020. Agriculture YTD net income for September 2021 was a loss of \$140,000 compared to a loss of \$83,000 in September 2020. Retail YTD net income for September 2021 was \$229,000 compared to \$275,000 in September 2020. Overall, YTD net income for September 2021 increased by \$226,000 compared to September 2020.
25. Lastly, Mrs. Burrell reported that October 2021 preliminary monthly sales increased by \$94,000 compared to October 2020 and YTD sales were up by \$424,000 compared to October 2020. November 2021 preliminary monthly sales decreased by \$75,000 compared to November 2020 sales and November 2021 preliminary YTD sales increased by \$348,000 compared to November 2020 YTD.
26. Director Stagg asked Mr. Juneau for the industries update.
27. Mr. Juneau reported on the LSP Industries. The used tractor truck that is being purchased for Transportation is in the approval process. CPP completed the Holiday Program and is waiting for the arrival of equipment from the new contract vendor and the Canteen Distribution Center (CDC) completed DOC's fourteen thousand (14,000) Christmas bag order. The Tag Plant received thirty-eight thousand (38,000) pounds of eighty thousand (80,000) pounds of aluminum ordered, with the remaining expected to arrive in January. The Tag Plant ordered more aluminum and Scotchlite for the additional two hundred eighty thousand (280,000) license tags that the Office of Motor Vehicles (OMV) is projecting to add to its existing order. Metal Fabrication (Metal Fab) delivered twenty-three (23) metal beds to St. Vincent de Paul and fifty (50) wall lockers to YCP/Camp Minden.
28. Lastly, Mr. Juneau provided updates on non-LSP institutions. The glycol chiller used for the bar soap machine for the Soap Plant arrived and was installed. In January 2022, products from RLCC Garment Factory will transition to SWTWP Garment Factory and SWTWP's inmate workers will continue to train on sewing jumpsuits.
29. Director Stagg asked Mr. Hoover for the agriculture update.
30. Mr. Hoover began by reporting that the estimated average yield on soybeans is likely PE's best soybean yield at 59 bushels per acre.
31. Next, Mr. Hoover stated that DCI and LSP cows are on ryegrass and the cows are calving. The bulls at RLCC were picked up and brought to LSP and are out on ryegrass.
32. Lastly, Mr. Hoover reported that DWCC shipped a load of steers that sold on December 8, 2021 weighing approximately seven hundred sixty (760) pounds for a total of \$73,362. He added that cattle prices have increased from the previous year.
33. Mr. Ardoin stated that the next meeting will be held at 10:00 AM, Tuesday, January 18, 2022.
34. Mr. Ardoin adjourned the meeting at 10:34 AM.