

Prison Enterprises Board Meeting
December 20, 2022

APPROVED
Misty Stagg
Misty Stagg, Director
5/16/23
Date

1. Chairman Joseph Ardoin called the meeting to order at 10:03 AM at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana.
2. Attendance:
 - 2.1 Members Present:
Joseph Ardoin, Chairman
Harvey Honore'
Richard Oliveaux
 - 2.2 Prison Enterprises Staff Present:
Misty Stagg, Director
Deloy Chapman
Brooke Farrar
Scot Floyd
Kenny Juneau
Vickii Melius
Michelle Montalbano
Kelly Ransome
Kristie Sigrest
Loyd Smith
Eddie Williams
3. Mr. Ardoin asked Mr. Richard Oliveaux to lead the prayer. Following the prayer, the Pledge of Allegiance was recited.
4. Mr. Ardoin acknowledged that that not enough board members were present for a quorum; therefore, a vote to approve the November 15, 2022 board meeting minutes could not be taken.
5. Then, Mr. Ardoin turned the meeting over to Director Stagg.
6. Director Stagg began by thanking everyone for attending the meeting and wishing them a happy Holiday Season.
7. Next, Director Stagg introduced PE's two (2) new Executive Staff members. Deloy Chapman was hired as PE's American Correctional Association (ACA) Manager, as well as Safety and Compliance Manager. Edwin (Eddie) Williams was hired as an Accountant Manager 2. He will train with Mrs. Sigrest to serve as PE's Chief Financial Officer (CFO).
8. Lastly, Director Stagg referenced the board meeting folders for PE's Annual Report. She noted that the report was redesigned and printed with PE's new Xante printer.
9. Then, Director Stagg asked Mr. Floyd for his updates.
10. Mr. Floyd began with a brief review of the Annual Report and thanked PE staff for assisting with the design, data, and compilation of the report.
11. Mr. Floyd explained that he would provide additional information as needed during staff updates.
12. Next, Director Stagg asked Mrs. Ransome for the administrative update.
13. The Accountant 1/2 position closed with six (6) qualified applicants. Interviews are being scheduled. Lorna Williams was hired as an Accountant 3 and started on November 28th,

- Eddie Williams was hired as an Accountant Manager 2 and started on December 12th, and Latasha Young was hired as an Accountant 4 and started on December 19th.
14. Lastly, Mrs. Ransome provided a purchasing update. A request for the approval to purchase a used Ford van from Federal Surplus Property to replace a van at the Soap Plant was submitted. Additionally, a request for the approval to purchase used a fifty-three (53) foot trailer was submitted. The Canteen Distribution Center (CDC) contract renewals are being processed. There are one hundred seven (107) items awarded with purchase orders and an additional sixty-two (62) items are either pending award or out for bid. The remaining items are in the process of being rebid.
 15. Director Stagg asked Mr. Chapman for his updates.
 16. Mr. Chapman began by announcing that Tractor Repair reported one (1) unusual occurrence last month. A transmission jack rolled over an inmate worker's toe while he was moving the jack. He was seen by Medical, treated, and released without restrictions. The inmate returned to work the next day.
 17. Next, Mr. Chapman stated that he continues to work on developing a new standardized inmate safety and orientation packet.
 18. Lastly, Mr. Chapman reported that the Department of Corrections (DOC) 2023 AM-H-2 monitoring site visit schedule was released. Furthermore, he is preparing a schedule to conduct preliminary AM-H-2 site visits at each PE operation approximately one (1) month prior to the DOC site visit.
 19. Then, Director Stagg asked Mrs. Farrar for her updates.
 20. Mrs. Farrar stated that PE policies and DOC Regulations continue to be reviewed and updated.
 21. Next, Director Stagg asked Mrs. Sigrest for a financial update.
 22. Mrs. Sigrest began by referencing the board member folders for July's final Financial Statements.
 23. Next, Mrs. Sigrest reported that the preliminary year-to-date (YTD) sales for August 2022 were \$4.5 million compared to \$4.8 million in August 2021, a decrease of \$300,000. The preliminary YTD net income for August 2022 was a loss of \$418,000 compared to \$19,000 in 2021, a decrease of \$440,000.
 24. Next, Mrs. Sigrest stated that the preliminary monthly sales for September 2022 increased by \$446,000 compared to monthly sales for September 2021 and preliminary YTD sales increased by \$115,000 compared to YTD sales in September 2021.
 25. Lastly, Mrs. Sigrest reported that preliminary monthly sales for October 2022 decreased by \$35,000 compared to monthly sales for September 2021 and preliminary YTD sales increased by \$80,000 compared to YTD sales in September 2021.
 26. Director Stagg reported that the August financial statements are expected to be finalized on Thursday, December 22nd.
 27. Next, Director Stagg asked Mrs. Melius for the sales and marketing updates.
 28. Mrs. Melius began by reporting PE received five (5) significant DOC job orders. An order from Louisiana State Penitentiary (LSP) for linens, mattresses, inmate clothing, and janitorial supplies totaling \$600,533, an order from Raymond Laborde Correctional Center (RLCC) for inmate clothing and janitorial supplies totaling \$44,484, an order from David Wade Correctional Center (DWCC) for janitorial supplies, linens, and inmate clothing totaling \$42,740, an order from Dixon Correctional Institute (DCI) for mattresses, janitorial

- supplies, and linens totaling \$26,213 and an order from Allen Correctional Center (ALC) for print, linens, and janitorial supplies totaling \$25,423.
29. Next, Mrs. Melius reported PE received three (3) other significant orders. An order from DeSoto Parish Sheriff's Office for officer uniforms totaling \$40,221, an order from Office of Motor Vehicles (OMV) for license tags totaling \$36,625 and an order from Orleans Parish Sheriff's Office for mattresses totaling \$27,000.
 30. Then Mrs. Melius reported that PE has an outstanding quote to the Office of Juvenile Justice (OJJ)/Swanson Center for Youth (SCY) for officer uniform polo shirts totaling approximately \$44,000.
 31. Continuing, Mrs. Melius provided an update on potential and/or upcoming jobs such as the Sabine Parish Sheriff's Office for one hundred (100) beds for a new women's facility, a potential meeting with the director to refurbish library seating at Northwestern State University (NSU), Webster Parish Sheriff's Office for fifty (50) bunk beds, the Evangeline Parish Sheriff's Office Metal Fab order for two hundred (200) beds for new facility to be built in two (2) years, West Baton Rouge Parish Courthouse for new panels for the walls and judge area, and new pews and tables for approximately \$49,000, and the Caddo Parish Commission for an approximate total of two hundred (200) stacking chairs and extra wide waiting room chairs totaling \$35,000.
 32. Next, Mrs. Melius reported two (2) new customers placed orders. The Jackson Lions Club for janitorial supplies and the Marion Police Department ordered license tags.
 33. Mrs. Melius added that PE has an outstanding bid with the Livingston Parish Government for jail supplies.
 34. Lastly, Mrs. Melius reported monthly job orders for November 2022 were \$1.1 million compared to \$1.7 million for November 2021 and YTD job orders for November 2022 were \$5.8 million compared to \$4.8 million for November 2021. Monthly job orders through December 15th were \$215,000 compared to \$609,000 for all of December 2021 and the current YTD job orders for December 2022 were \$6 million compared to \$5.4 million through December 2021.
 35. Mr. Ardoin inquired on sales from the East Baton Rouge (EBR) Constable's office.
 36. Mrs. Melius explained that the Constable's office has purchased license tags and decals.
 37. Mr. Ardoin provided the name of a contact at the EBR Constable's office that may be interested in ordering uniforms and embroidered shirts.
 38. Director Stagg asked Mr. Juneau for his updates.
 39. Mr. Juneau began with a staff update. The PE Truck Driver position closed on December 10th with no qualified candidates. A request to re-announce the position was submitted. The PE Supervisor position for the ALC Furniture Plant was re-announced and closed. Interviews are scheduled for December 20th. Regina Conner, the new PE Supervisor at Southwest Transitional Workforce Program (SWTWP) Garment Factory completed the Training Academy and reported to the factory on December 19th.
 40. Next, Mr. Juneau provided an equipment update.
 - a. 40,000 pounds of aluminum that was awarded in August on an 80,000 pound bid is scheduled to be delivered today and the remaining 40,000 pounds of aluminum is expected in mid-January.
 - b. The roller coat paint machine for Metal Fab was received, installed, and working well.

- c. A tractor truck for Transportation was submitted and being processed.
 - d. New specifications for a lathe machine for Metal Fab were submitted for rebidding.
 - e. The fuel pump dispenser for Transportation was received, installed, and working well.
41. Lastly, Mr. Juneau provided updates on several projects and some industries.
- a. Picking for the Holiday Program at the Canteen Package Program (CPP) was completed. All institutions were delivered. However, the LSP delivery was rescheduled for today.
 - b. The Tag Plant plans to complete the OMV order for 388,931 license tag by the end of the year.
 - c. The RLCC Garment Factory roster consist of eighty-seven (87) inmate workers. The factory averages two hundred sixty (260) pairs of jeans a day and four hundred two (402) pairs for the highest day of production.
 - d. CDC worked overtime to complete and ship 15,000 Christmas bags for a DOC order.
 - e. The Metal Fab Shop is working overtime on several large jobs such as picnic tables for the Louisiana Department of Education (LDOE).
 - f. The Print Shop received approval from LSP to begin production on their Angolite Magazine.
 - g. DCI Maintenance began sealing the roof over the Chair and Embroidery Plant building and expect to begin repairing the roof over the warehouse after the holidays.
42. Mr. Ardoin inquired on the number of apprentices are participating in PE's Apprenticeship Programs.
43. Mr. Juneau replied that each program has two apprentices.
44. Director Stagg asked Mr. Smith for the agriculture update.
45. Mr. Smith began with a cattle report. He reported the bulls were turned out on two hundred (200) head of fall breeding cows. Additionally, DWCC sold two (2) loads of steers weighing approximately six hundred (600) pounds for \$1.72 per pound and \$1.84 per pound.
46. Continuing, Mr. Smith stated that the row crops ground is fertilized and ready for planting.
47. Lastly, Mr. Smith provided a timber update. The timber consultant inspected the timber at SWTWP on December 9th and the timber at B.B. "Sixty" Rayburn Correctional Center (RCC) on December 13th. The consultant's recommendations and reports are expected soon.
48. Mr. Ardoin wished everyone a Happy Holiday and stated that the next meeting is scheduled for January 17, 2023. He noted that an election for Chairman and Vice-Chairman will take place, provided a quorum is present.
49. Mr. Oliveaux made a motion to adjourn the meeting and Mr. Honore' seconded the motion.
50. Mr. Ardoin adjourned the meeting at 10:25 AM.