

APPROVED  
*Misty Stagg*  
Misty Stagg, Director  
3/19/24  
Date

## Prison Enterprises Board Meeting

December 19, 2023

1. Chairman Joseph Ardoin, Jr. called the meeting to order at 10:00 A.M. at Prison Enterprises (PE) Headquarters (HQ's), Baton Rouge, Louisiana (LA). Roll call was conducted by Ms. Montalbano.
2. Attendance:
  - 2.1 Members Present:
    - Joseph Ardoin, Jr. Chairman
    - Richard Oliveaux, Vice-Chairman
    - Eric Lane
  - 2.2 Prison Enterprises Staff Present:
    - Misty Stagg, Director
    - Brooke Farrar
    - Scot Floyd
    - Stuart Gray
    - Kenny Juneau
    - Beth Labello
    - Michelle Montalbano
    - Edna Palmer
    - Danny Willis
3. Mr. Ardoin called the meeting to order and wished everyone a Merry Christmas and Happy New Year.
4. Next, Mr. Ardoin acknowledged that not enough board members were present for a quorum; therefore, a vote to approve the Board meeting minutes for August 15<sup>th</sup>, October 24<sup>th</sup>, and November 21<sup>st</sup> could not be taken.
5. Continuing, Mr. Ardoin led a discussion regarding the newly elected gubernatorial administration and upcoming PE Board elections in January 2024.
6. Next, Mr. Ardoin asked Mr. Oliveaux to lead the group in prayer and the Pledge of Allegiance.
7. Mr. Ardoin turned the meeting over to Director Stagg.
8. Director Stagg provided a staffing update. Mrs. Beth Labello was introduced as PE's new Executive Management Officer (EMO). Additionally, she announced that Ms. Montalbano, PE's current EMO, is set to retire January 16, 2024.
9. Then, Director Stagg reminded the Board to complete the required training courses for the 2023 calendar year.
10. Next, Director Stagg stated that equipment needs for PE operations will be assessed mid-January.
11. Lastly, Director Stagg stated that discussions on PE's rebranding continue and a preliminary plan of action and timeline is scheduled to be in place by the end of January.
12. Director Stagg asked Mr. Floyd for his updates.
13. Mr. Floyd had no updates to report and wished everyone a Merry Christmas.
14. Director Stagg asked Mr. Gray for his updates.
15. Mr. Gray began with a staffing update. A candidate for a Sales Representative for the North Louisiana region was selected and began December 18<sup>th</sup>. A candidate for the Southwest

30. Next, Mr. Oliveaux and Mr. Lane inquired about the tools provided to the PE Sales and Marketing staff to ensure their success in the field. Additionally, Mr. Oliveaux inquired about incentive options for recruiting and retaining qualified candidates for the open PE Truck Driver positions. Director Stagg explained that a Special Entrance Rate (SER) was previously provided to the PE Truck Driver position, and additionally, Civil Service approved premium pay for PE Truck Drivers.
31. Director Stagg asked Mr. Juneau for the industries update.
32. Mr. Juneau began with a staffing update. There were two (2) applicants for the Canteen Distribution Center (CDC) Supervisor position. Interviews were conducted; however, it was decided to re-announce the position. Two (2) PE Truck Driver positions remain vacant.
33. Next, Mr. Juneau provided a purchasing and equipment update.
  - a. The bid for 80,000 pounds of aluminum was received and a requisition for an additional 80,000 pounds of aluminum was submitted.
  - b. The Louisiana Correctional Institute for Women (LCIW) stainless steel seats are expected to arrive by the beginning of January.
  - c. The bid for the Metal Fab press brake was awarded and is expected arrive December 20<sup>th</sup>. A forklift was rented to facilitate the off-loading of the press brake.
  - d. The hydraulic scissor lift purchased for Southwest Transitional Work Program (SWTWP) Garment Factory is expected to ship the 1<sup>st</sup> or 2<sup>nd</sup> week of January.
34. Next, Mr. Juneau provided updates on several projects and some industries.
  - a. Transportation continues normal operations delivering the DOC Christmas bags. The 4<sup>th</sup> Quarter Canteen Package Program (CPP) Packages were delivered last week.
  - b. The Tag Plant completed two (2) orders from the Office of Motor Vehicles (OMV) totaling over 300,000 license tags. A third order from OMV for over 140,000 license tags was received. Production for that order will begin in January.
  - c. SWTWP is in the process of practicing silk screening. They recently obtained their first silk screening job and will begin once they finish manufacturing the jumpsuits.
  - d. CDC completed over 13,000 DOC Christmas Bags. A majority of the bags were delivered and the remaining will be delivered by the end of the week.
  - e. Metal Fab continues to work overtime on the LCIW project orders and other miscellaneous jobs.
  - f. The Print Shop is working on the Christmas cards for PE HQ's.
  - g. The Furniture Plant at Allen Correctional Center (ALC) is working overtime on Louisiana State Parks and other miscellaneous jobs.
35. Lastly, Mr. Juneau stated that a selection hearing for the architect for the Metal Fab fire rebuild is scheduled on January 17<sup>th</sup>. The selection process is being handled by the Office of Facility Planning and Control.
36. Director Stagg asked Mr. Smith to report on the agriculture updates.
37. Mr. Smith began with a Rangeherd update.
  - a. The rye grass is growing and looks good. One third of the pastures were fertilized at Louisiana State Penitentiary (LSP) and Dixon Correctional Institute's (DCI) pastures are expected to be fertilized tomorrow. The herd began grazing on the rye grass at LSP.
  - b. There are one thousand five hundred eighty (1,580) rolls of hay remaining, and at current feeding levels, the supply is expected to last through February 2024.
  - c. Calving season is well underway with three hundred fifty-four (354) calves or 20% of calves born.