PINCO EXECUTIVE COMMITTEE MEETING
MARCH 7, 2019
10:00AM
PINCO ADMINISTRATIVE OFFICES
44809 BEECH AVENUE
LANCASTER, CA 93534

SCHOOL NUTRITION IS OUR MISSION

PENDING APPROVAL

MINUTES

1. **SIGN-IN: 10:06AM (6)**

2. **ADOPTION OF AGENDA**

   Adoption of the March 7, 2019 Executive Committee Meeting Agenda as presented.
   MEETING ADDRESS REVISED ON AGENDA

   MOTION: DELANO ELEM. SECONDED: WILSONA VOTE: PASSED

3. **ADOPTION: EXECUTIVE COMMITTEE MEETING MINUTES OF FEBRUARY 21, 2019**

   MOTION: LANCASTER SECONDED: PANAMA VOTE: PASSED

4. **PUBLIC COMMENTS FROM THE FLOOR:**

   Public Business from the Floor – Agendized Items and Non-Agendized Items: The public is invited to address items on the PINCO Agenda or any item that is within PINCO's jurisdiction as constituted. Without taking action or entering into a dialog with the public, PINCO Board members may briefly respond to statements made or ask clarifying questions about topics not on the PINCO agenda. Individual speakers are limited to three (3) minutes each with the total time for public input on each item limited to fifteen (15) minutes. All persons requesting to make comments are asked to complete a public speaking form prior to the meeting. You will be asked to provide your full name, who or what you are representing and the topic as an item identified on the agenda or as a non-Agendized item.

5. **REVIEW/APPROVE: PINCO OFFICER SUCCESSION POLICY**

   Background: After review and consultation with PINCO's Executive Committee, PINCO's JPA/Policy Sub-committee has advanced the attached Policy to address PINCO Executive Officer succession in the event of vacancy(ies) mid-term. It is recommended PINCO's Executive Committee approve the Sub-committee's recommendation and forward to PINCO's Advisory Committee for formal approval/adoption.

   MOTION: PANAMA SECONDED: DELANO ELEM. VOTE: YES ____ NO ____

   PANAMA MOTIONED TO HAVE THE PINCO SUCCESSION PROCEDURES RETURNED TO THE JPA/POLICY SUB-COMMITTEE FOR FURTHER STUDY. REPORT/RECOMMENDATION TO BE PRESENTED AT THE MAY 9, 2019 EXECUTIVE MEETING.

   SECONDED: DELANO ELEM. PASSED

6. **APPROVAL/RECOMMENDATION: PINCO 2019-2020 REQUEST FOR PROPOSALS (RFP's)**

   Background: On March 5, 2018, the Lead Agency and members of PINCO's Bid Sub-committee are scheduled to open RFP responses submitted for PINCO's USDA commodity processed, commercially purchased foods.

   The Bid Sub-committee will report-out on responses and result(s) of Best Value Scoring of the following:

RFP #01/19-20	Purchased 100% Full Strength Juice - Shelf Stable
RFP #02/19-20	Processed Commodity Egg Products
RFP #03/19-20	Processed Commodity Barrel Cheese Products
RFP #04/19-20	Processed Commodity Peanuts, Raw Shelled/Peanut Butter

RFP #05/19-20 Finish Goods Carnitas Using USDA Commodity Pork Leg

Appreciations to PINCO's Bid & Commodity Sub-committees and PINCO Staff for the time and effort put forward in their work.

It is recommended PINCO's Executive Committee approve the recommendations of the Bid Sub-committee and forward all recommendations to PINCO's Advisory Committee for approval.

MOTION: DELANO ELEM. SECONDED: PANAMA VOTE: PASSED

LEAD AGENCY TO REQUEST SAMPLES FROM QUALIFYING VENDORS FOR STUDENT TASTE TESTS AT SELECTED DISTRICTS. RESULTS TO BE PRESENTED AT THE MARCH 14, 2019 ADVISORY COMMITTEE MEETING.

7. APPROVAL/RECOMMENDATION: PINCO EXTENSION OF AGREEMENTS 2019-2020

Background: Based on product quality and performance, PINCO's Lead Agency forwarded terms of extension of existing agreements with the following vendors for the 2018-2019 year:

Bake Crafter's – Cheese Products
Bell Tasty- Taco Pockets
Cookie Tree Bakery- Frozen Cookie Dough
Del Monte- Fruit Products
Don Lee Farms -Pork & Beef Products*
MCI/Los Cabo's- Cheese, Mexican Foods
Michael B's- Cheese, Mexican Foods
Rose & Shore - Turkey & Gravy (Backhaul USDA Roasts)
Schwan's- Cheese, Pizza Products
Sky Blue Bakery- Frozen Bakery Products
Sysco- Condiments
Tony Roberts- Cheese, Pizza Products
Tyson – Beef & Chicken Products*
Yang's - Chicken Products*

Food Source Transportation*

P&R Paper Supply- Non-Food Paper Supplies*
Sysco Foods of Ventura - Purchased Food & Supply Items*

* PINCO would be exercising the last year of possible extension with each vendor; RFP's in each category will be solicited for the 2020-2021 fiscal year.

Any change in pricing/terms will be required in writing no later than April 2, 2019. Lead Agency shall provide all relevant information to Membership for consideration. PINCO's Executive and Advisory Committees shall review and approve extensions in meetings scheduled for April, 2019; determination of line-item(s) in each category with vendor under extension shall be determined at April's Advisory Committee Buying Guide meeting.

It is recommended PINCO's Executive Committee authorize Lead Agency issue extension(s) and report back to PINCO Executive and Advisory Committees for review and approval at PINCO's scheduled April meetings.

MOTION: PANAMA SECONDED: WILSONA VOTE: PASSED

8. APPROVAL: ESTABLISH PINCO ACCOUNT(S) IN DEPARTMENT OF DEFENSE PRODUCE PROGRAM

Background: It was decided in discussion at PINCO's February 21, 2019 Advisory Committee meeting regarding the Department of Defense Produce Program (DOD) to postpone declaring any USDA entitlement into the program in order to gather further information on direct deliveries from the Prime Vendor and until PINCO's 2019-2020 additional entitlement monies are available (12% USDA "bump" estimated to arrive in July). Subsequent to this meeting and follow-up meetings with CDE, there had been confirmation of the following with the DOD program for 2019-2020:

- DOD's Prime Vendor, Coast Citrus/Tropical will deliver direct to all PINCO Member Districts meeting the $150.00 minimum (based on FMV at time order is placed in FFAVORS).
- If accounts are opened in DOD's FFAVORS ordering system in 2018-2019, Member Districts would be eligible to request DOD swept entitlement available after May 1st; any claimed entitlement must be spent by June 30th.
- PINCO could divert USDA entitlement from the remaining $140,000.00 2018-2019 balance.

PENDING APPROVAL

- PINCO Member Districts may perform "Inter-District" transfer of DOD entitlement within/between fellow Member Districts.
  Attached is the most recent DOD order form listing products and corresponding FMV. The $150.00 minimum required for direct delivery is reasonable and could help off-set hard dollar produce expenses for a number of items being purchased through the commercial produce vendor(s). Also attached is an example showing entitlement broken-down by fair share using $100,000.00 of PINCO's remaining 2018-2019 entitlement. April 1st is the deadline for diverting entitlement into DOD.

It is recommended PINCO's Executive Committee review the updated information and forward to PINCO's Advisory Committee for approval to direct the Lead Agency to move forward in establishing DOD accounts for each PINCO Member District.

MOTION: DELANO ELEM. SECONDED: LANCASTER VOTE: PASSED

9. REVIEW/APPROVE: UPDATE(S) TO PINCO PROCEDURES MANUAL

Background: PINCO's Executive Committee to review recent updates to the PINCO Procedures Manual.

MOTION: PANAMA SECONDED: LANCASTER VOTE: YES ____ NO ____

PANAMA MOTIONED TO RESCIND THE FEBRUARY 21ST ADVISORY MEETING MOTION APPROVING REGION CHANGES TO THE PINCO PROCEDURES MANAUAL. FURTHERMORE, IT IS RECOMMENDED THE PINCO PROCEDURES MANUAL BE RETURNED TO THE JPA/POLICY SUB-COMMITTEE FOR FURTHER STUDY AND TO MAKE ANY REVISIONS AS DETERMINED. SUB-COMMITTEE TO REPORT BACK WITH RECOMMENDATIONS TO PINCO'S EXECUTIVE COMMITTEE AT ITS MAY 9, 2019 MEETING.

SECONDED: ARVIN PASSED

10. UPDATE: PINCO INTERNAL SWEEP POLICY

Background: at the February 22, 2019 Advisory Committee meeting, Member District discussed the impact of new language adopted in PINCO's Internal Sweep Policy (ISP). Members have asked the Commodity Sub-committee to study alternatives to measuring usage at-processor "by percentage" and consider other ordering cut-off timeline(s) providing more time to Member Districts without jeopardizing entitlement. PINCO's Advisory Committee also voted to allow access to any unclaimed swept pounds by Member District who had pounds "swept" with the condition of submitting purchase order(s); two weeks, or until available pounds were taken was the timeline established.

INFORMATION ONLY

11. REPORTS FROM PINCO SUB-COMMITTEES

Food Show - Commodity – Futures - JPA/Policy – Bid - Sunshine

12. REPORTS FROM EXECUTIVE COMMITTEE MEMBERS/LEAD AGENCY

13. UPCOMING MEETING DATES:

2018-2019 PINCO EXECUTIVE MEETING CALENDAR

April 4, 2019	PINCO Administrative Offices, Lancaster
May 9, 2019	PINCO Administrative Offices, Lancaster
June 6, 2019	PINCO Administrative Offices, Lancaster

2018-2019 PINCO ADVISORY MEETING CALENDAR

March 14, 2019	PINCO Service Center, Bakersfield	Bid Awards
April 11, 2019	PINCO Service Center, Bakersfield	2019-2020 Buying Guide
May 16, 2019	PINCO Service Center, Bakersfield	Budget/Calendar
June 13, 2019	PINCO Service Center, Bakersfield	Year-End General Business

14. ADJOURN: MOTION PANAMA SECONDED: ARVIN Meeting Ended 1:25PM

PENDING APPROVAL

Report and Recommendation from JPA/Policy Committee –

PINCO
Procedures for Succession of Officers

In accordance with PINCO J.P.A. Section Seven, Subsection C, these procedures will clarify the election and succession of officers in the event of a vacancy. If approved, the procedures shall be included in the PINCO Procedures Manual.

Election of Officers:

During an Advisory meeting, each Region will elect a representative and an alternate. The four Regional Representatives separately meet and elect the First Vice President, Second Vice President, and Secretary. The Regions that fill the officers' positions will move the alternate up to the representative position and vote for a new alternate. In the event the alternate is unable to assume the representative position, the region will elect a new representative.

Succession of Officers:

In the event of a PINCO Executive Committee Officer's vacancy during their elected term, the junior position would ascend to the next vacancy; Second Vice President moves to First Vice President and the Secretary would move to the Second Vice President. In the event of any position not being filled by a junior position, the regional representatives and remaining officers shall meet separately and elect the open position. The alternate in the Region that is elected will move up to be the representative of the Region, and an alternate will be elected by the Region. If the alternate cannot fulfill the representative position the process of Election of Officers above will be used. If an Elected Officer moves to a new district that officer position will become vacant and must be filled according to these procedures.

Voting Rights of Officers:

In accordance with language pertaining to voting rights in the JPA, PINCO Chairman will not cast a vote on the Executive Committee allowing the Lead Agency's Alternate Representative to hold an Executive Committee office. In the event of a tie-vote on an action item, the motion would fail and can be brought forward for consideration/action at the PINCO Executive Committee's discretion.

Date Modified: 3/4/2019

DEPARTMENT OF DEFENSE (DOD)
PRODUCE PROGRAM
BASICS FOR PINCO MEMBER DISTRICTS

- THE U.S. DEPARTMENT OF AGRICULTURE (USDA) HAS A CONTRACT WITH THE DEPARTMENT OF DEFENSE (DOD), DEFENSE SUPPLY OFFICE (DSO) TO PROVIDE FRESH PRODUCE TO RECIPIENT AGENCIES.
- THE DEPARTMENT OF DEFENSE FRESH FRUIT & VEGETABLE PROJECT IS A SERVICE THAT ALLOWS AGENCIES TO USE A PORTION OF THEIR ENTITLEMENT MONEY TO ORDER FRESH FRUITS AND VEGETABLES.
- FOR PINCO, CDE WOULD ESTABLISH A SEPARATE ACCOUNT(S) IN FFAVORS FOR EACH MEMBER DISTRICT BASED ON THE TOTAL AMOUNT ALLOCATED AND THE MEMBER DISTRICT'S FAIR-SHARE.
- MONIES ARE TRANSFERABLE BETWEEN MEMBER DISTRICTS LIKE OTHER USDA FOODS.
- MEMBER DISTRICT WOULD ASSIGN A DISTRIBUTOR OF CHOICE IF NOT RECEIVING PRODUCT DIRECTLY INTO SITE(S) - $150.00 MINIMUM PER DELIVERY LOCATION.
- MEMBER DISTRICT ORDERS DOMESTICALLY GROWN FRESH FRUITS AND VEGETABLES DIRECTLY FROM THE DOD AS NEEDED.
- MEMBER DISTRICT ORDERS DESIRED PRODUCT IN FFAVORS.
- MONIES ARE DRAWN-DOWN FROM MEMBER DISTRICT'S ACCOUNT PER ORDER.
- A FEE-FOR-SERVICE AGREEMENT BETWEEN MEMBER DISTRICT AND THIRD-PARTY DISTRIBUTOR WOULD BE THE RESPONSIBILITY OF THE MEMBER DISTRICT.
- A PRIVATE DISTRIBUTOR DELIVERS DOD PRODUCE TO EACH AGENCY.
- RIGHT OF REFUSAL- YOU MAY REFUSE DELIVERY IF RECEIVING SHIPMENT DIRECT FROM PRIMARY VENDOR; PRIMARY VENDOR RELEASES LIABILITY WITH THIRD-PARTY DISTRIBUTOR WITH A FIRM NO-RETURN/NO-CREDIT POLICY.
- A $0.15 ADMINISTRATIVE FEE IS ASSESSED BY THE STATE FOR EACH CASE OF PRODUCE DELIVERED.
- STATE BILLS MEMBER DISTRICT FOR DOD EXPENSES
- FEES AND ACCOUNTING PERFORMED DIRECTLY THROUGH STATE- PINCO NOT CONNECTED TO BILLIING PROCESSES.
- ANY UNUSED MONIES AS OF MAY 1ST ARE SWEPT BY CDE AND PLACED INTO AN EXCESS ACCOUNT AVAILABLE TO DOD PRODUCE PROGRAM RECIPIENTS.

PINCO

2018-2019 DOD ENTITLEMENT SCENARIO

Allotment	$100,000.00

District	% of PINCO	DOD $
Acton	0.31%	$ 310.00
Alisal	6.18%	$ 6,180.00
Antelope Valley	6.35%	$ 6,350.00
Arvin	2.24%	$ 2,240.00
Bakersfield	19.63%	$ 19,630.00
Beardsley	1.07%	$ 1,070.00
Big Pine	0.07%	$ 70.00
Bishop	0.57%	$ 570.00
Delano Elem	4.72%	$ 4,720.00
Delano HS	2.13%	$ 2,130.00
Earlimart	1.31%	$ 1,310.00
Eastside	1.77%	$ 1,770.00
Edison	0.70%	$ 700.00
El Tejon	0.25%	$ 250.00
Fairfax	1.74%	$ 1,740.00
Greenfield	5.47%	$ 5,470.00
Keppel	1.39%	$ 1,390.00
Kern Co	0.71%	$ 710.00
Kernville	0.48%	$ 480.00
Lamont	2.15%	$ 2,150.00
Lancaster	7.10%	$ 7,100.00
Lone Pine	0.12%	$ 120.00
Lost Hills	0.38%	$ 380.00
McFarland	2.10%	$ 2,100.00
Mojave	1.13%	$ 1,130.00
Norris	1.10%	$ 1,100.00
Palmdale	9.31%	$ 9,310.00
Panama BV	8.73%	$ 8,730.00
Richland	1.98%	$ 1,980.00
South Fork	0.16%	$ 160.00
Standard	1.58%	$ 1,580.00
Taft City	1.16%	$ 1,160.00
Taft HS	0.70%	$ 700.00
Tehachapi	0.97%	$ 970.00
Vineland	0.51%	$ 510.00
Westside	2.89%	$ 2,890.00
Wm S Hart	0.00%	$ -
Wilsona	0.84%	$ 840.00
	100.00%	$ 100,000.00

SWEPT POUNDS ALLOCATIONS

	Bake Crafters	Del Monte Peach	Del Monte Pear	Don Lee Beef	Don Lee Pork	Land O' Lakes	MCI / Los Cabos	Michael B's	Schwan's	Sunny Fresh	Tony Roberts	Tyson Beef	Tyson Dark	Tyson White	Tyson PB	Yang's
Acton		90.03	62.82	58.93	23.40	111.58	129.82		26.58	500.00	120.45	250.00	750.00	750.00	500.00	1500.00
Alisal				1000.00					530.18				2000.00	2000.00		
AV		1890.92	1320.11	1238.10	491.59	2344.43					2530.25			4000.00	4000.00	2000.00
Arvin		623.46	435.12													
BCSD			3404.25	3653.86	1450.37	6918.85	2000.00		1647.08					5000.00		
Beardsley		293.47	204.82		76.27						392.57					1500.00
Big Pine																
Bishop						196.11										
Delano Elem						1704.27	1970.93		405.71		1000.00		2000.00	2000.00		
Delano High																
Earlimart		100.00	275.81	258.67												
Eastside				334.45	132.80	633.31	732.40					500.00	3000.00		500.00	
Edison	1000.00	222.72		145.78	57.88	276.05	319.25	400.00	65.72	1300.00	297.93	800.00	1000.00		600.00	500.00
El Tejon		84.78	59.17													
Fairfax	250.00	450.00	350.66		130.58		720.20		148.25							
Greenfield						1911.82	2210.16	2000.00	455.12	4000.00	2000.00					4000.00
Keppel				256.00					115.40		523.17					1000.00
KCSOS		204.04	142.40	133.56	53.03	252.90	292.47			1000.00			1000.00			1500.00
Kernville		131.36	91.68	85.98	34.14	162.81			38.76			2300.00	700.00	1400.00		
Lamont																
Lancaster																
Lone Pine																
Lost Hills		119.10	83.12													
McFarland				373.86							764.03	1000.00				
Mojave																
Norris		293.77	205.03	192.29			421.09		86.68		392.97	600.00	800.00	500.00		
Palmdale				1816.53	721.26								3700.00	3700.00		5000.00
Panama	1500.00			1574.40	625.12	1000.00	3000.00	1000.00	709.70		500.00	500.00	4000.00	8000.00		3000.00
Richland		605.81							178.75							
South Fork		46.14	31.78		12.25				13.43							
Standard				277.83		526.09								3000.00	1000.00	
Taft	500.00	545.97	381.04		141.89											
Tehachapi	2500.00								76.83							
Vineland																
Westside		828.05	577.90	542.00					244.32		1107.66					
WSH				443.51		839.83							5000.00			3000.00
Wilsona		248.71	173.58													
Total Swept #s	15351.11	6778.33	7799.29	12385.75	3950.58	16878.05	11796.32	18947.79	4742.51	36565.39	9629.03	61380.69	24129.32	35329.42	16283.56	48376.94
Remaining #s	9601.11	0.00	0.00	0.00	0.00	0.00	0.00	15547.79	0.00	29765.39	0.00	55430.69	179.32	4979.42	9683.56	25376.94

PINCO PROCEDURES MANUAL

I. Meetings

A. PINCO Member Districts have committed themselves to ensuring the success of this joint venture. Part of this commitment is the agreement to attend, and participate in, periodic mandatory Advisory Committee meetings, as held forth in the Joint Powers Agreement (JPA), Section 7.A.

1. Agendas can be accessed under the "Meetings" tab on the PINCO Website (Attachment One).
2. Minutes for prior meetings are also available under the "Meetings" tab on the PINCO Website (Attachment Two)
3. Meeting dates, times and locations are listed on the Weekly Newsletter.

B. Executive Committee meetings are held, sometimes in conjunction with, and sometimes separate from, Advisory Committee meetings.

1. The Executive Committee consists of:
   President (Representative of the Lead District)
   First Vice President
   Second Vice President
   Secretary
   One (1) Regional Representative from each of the 4 Regions:

REGION 1

Bakersfield City School District
Big Pine Unified School District
Delano Joint Union High School District
Fairfax School District
Lost Hills Union School District
McFarland Unified School District
South Fork School District
Taft Union High School District
Wilsona School District

REGION 2

Alisal Union School District
Antelope Valley Union High School District
Arvin Union School District
Bishop Unified School District
Earlimart School District
Kern County Supt. of Schools
Panama Union School District
Richland School District
Vineland School District

REGION 3

Acton–Agua Dulce Unified School District
Beardsley School District
Eastside Union School District
El Tejon Union School District
Greenfield Union School District
Lancaster School District
Lone Pine School District
Mojave School District
Taft School District
Westside Union School District

REGION 4

Delano Union Elementary School District
Edison School District
Keppel Union School District
Kernville Union School District
Lamont School District
Norris School District
Palmdale School District
Standard School District
Tehachapi Unified School District
William S. Hart Union High School District

2. Elections for Executive Committee members are held every two (2) years.

ADDED 3. Teleconference Access for the purpose of conducting PINCO Business per PINCO J.P.A. Section Seven, subsection A. Meetings:
In accordance with the Ralph m. Brown Act and current regulations regarding electronic meeting access, PINCO Executive and Advisory Committees may utilize technology to facilitate electronic and teleconferences for all purposes in connection with any meeting within PINCO's scope and subject matter of jurisdiction. All PINCO policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. Approved Member Districts representative(s) and/or alternate(s) participating through teleconference shall count toward quorum. All votes taken during a teleconference meeting shall be by roll call. Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. All posted teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before PINCO and its representatives, including the right of the public to address the PINCO Executive and Advisory Committee(s) directly at each teleconference location. (Government Code 54953)

4. Agendas and Meeting Minutes are available on the PINCO website. Sentence altered

II. Reports / Forms

There are several reports you will be receiving from us throughout the course of the year.

A. Reports/ Forms available on the PINCO Website – PINCOschools.com
If you need the username and/or password, please give us a call. Following sentence removed

1. **Inventory on Hand:**
This is what is physically in the PINCO Service Center warehouse. This inventory is updated on a daily basis. (Attachment Three)

2. **Commodities at Processor Worksheet:**
This states the balances of your raw commodities available to be produced into finished product. This worksheet is updated each Monday. (Attachments Four & Five)

3. **Buying Guide:**
The Buying Guide contains the items available to purchase through the Service Center. Please make note of the column marked "commodity required". If something other than "none" is marked in this column, please check your balances to make sure you have enough of that commodity at the processor. Or if you are wanting to use commodity from your inventory at the Service Center, please state the number of cases you would like to release to that processor right on your P.O. (Attachment Six)
Second sentence in paragraph removed

4. **Interagency Exchange Form or "Transfers":**
If you'd like to buy, sell or trade items with other districts, you will need to fill out this form. The instructions are printed at the bottom of the exchange form. We will internally take care of any monetary charges between districts through your PINCO account. You can obtain your PINCO account number, on the PINCO website, by selecting "Directory" and finding your district. Once both districts have signed this form, please fax it to the Service Center and we will adjust your inventories. (Attachment Seven)

   i. If you are in need of products (purchased, commodity or commodity at processors), you can find districts wishing to sell/trade items on the Weekly Newsletter. You can also go to the PINCO website and check inventories of other districts by selecting the "Inventory" tab. You can view "Inventory by product" or select specific districts' inventory by selecting that district's name. You would contact the district, from whom you would like to buy/trade, to ask if they are willing to sell/trade their product. For commodities at a processor, you would select the "Commodity" tab, then select either "by District" or "by Vendor" and select the district/vendor name you want to view.

   ii. If you have excess inventory that you wish to sell or trade, you may contact the Service Center, via e-mail or fax, and request that your items be added to the Weekly Newsletter. You must specify the product, the quantity, and whether you wish to sell or trade. You may also check the inventories, as above, to see if there is another district who might be interested in purchasing/trading from your inventory.

5. **Newsletter:**
This informational report is updated every Monday. It contains the next meeting dates(s), scheduled inbounds for that week, district requests for selling/buying/trading, minimum problems & the districts affected by those minimum problems and other important information of which we'd like you to be aware. "Minimum problems" refers to Purchase Orders placed on hold until manufacturer minimums can be met. (Attachment Eight)

6. **Product Incident Form:**
This form is to be completed to report specific problems, with either a product or vendor, to the Service Center. Districts are responsible for contacting manufacturer's directly. Contact the Service Center to get manufacturer contact information. The form(s) should be completed and faxed to the Service Center. This form is also to be used to report cancelled and shorted deliveries from vendors (Attachment Nine).

B. Reports / Forms you will be receiving <u>by mail</u>

1. **Receipt & Invoice:**
This is notification that your P.O. has been filled and it is also the invoice stating the dollar amount that will be deducted from you PINCO account to cover this receipt. This invoice must be submitted to your Accounts Payable department. The total dollar amount must be paid to PINCO to replenish your PINCO account, in order to maintain your cash balance, as required by the JPA, Section 5 (b). One payment for multiple invoices is acceptable and preferred. (Attachment Ten)

2. **USDA Allocations:**

When USDA loads are sent to the Service Center, the product is fair-shared between all districts based on ADP. This allocation form is notification of the receipt of a USDA commodity load. All districts' fair-shared quantities are listed and have been put into each districts' inventory on hand. This is not an invoice. (Attachment Eleven)

3. **PINCO State Bill:**
   This is an invoice for your USDA commodity loads. This amount will be taken out of your PINCO account. Typically, we are billed $1/case for each commodity truckload. We are billed monthly by the State of California. Payment must be submitted to PINCO, following the same procedure used for purchased product (B.1.). This may require that you submit a Purchase Order to your district Accounts Payable department. Please do not send these Purchase Orders to PINCO. (Attachment Twelve)

4. **Delivery Slip:**
   If you requested that commodities be sent to a processor, once the product has been sent to that processor, we will send you a copy of the delivery slip by mail notifying you that the product has been removed from your inventory at the Service Center. This is a record for your files. This is NOT an invoice. (Attachment Thirteen)

5. **Monthly PINCO Invoice:**
   This is your Monthly PINCO Invoice for PINCO Expenses and Transportation Costs. This invoice may include a balance due to bring your cash balance to JPA level.
   This mailing will include a "Statement of Operations" detailing the breakdown of incurred costs. Pay the invoice and keep the Statement of Operations for your records. (Attachment Fourteen)

C. **Reports / Forms you will be receiving by e-mail**

1. **Daily Receipts:**
   This is notification that your P.O. has been filled and the product has been added to your Service Center Inventory. (Attachment Fifteen)

2. **Urgent Information:**
   E-mails are sent out to address items needing immediate distribution of information, response or attention. Examples of these would be:
   Recall Notices and related information
   Commodity Bonus Offerings with a limited response time
   Surveys regarding preferences for Processing (for example, mandarin orange or teriyaki chicken)
   Any other item deemed to be of high importance by the Service Center staff or the Lead District.

ADDED 3. Financial Obligation per J.P.A.:
The following is a timeline for communication(s) and notification in situations where a Member District(s) fall under the required 2.5 month operation expense balance and/or honoring payment for on-going administrative, transportation or supply expenses. The Sub-committee determined the following timeline for communication by PINCO staff and Lead Agency in cases of late/nonpayment of PINCO expenses and failure to honor 2.5 month operating balance minimum:

- 45 days (15 days past 30-day deadline) - courtesy e-mail and phone call from PINCO to Director following up on prior month statement and request for payment timeline in writing from Member District.
- 60 days (30 days past 30-day deadline) -courtesy letter from Lead Agency to Director.

- 75 days (30 days past first communication) – formal letter from Lead Agency to Director identifying payment and balance history with second request for payment within 30 days of dated letter.
- 105 days (3.5 months past due/delinquency) – formal letter to Member District Director and Superintendent identifying financial deficiencies and possible consequences determined by PINCO Executive Committee per J.P.A. language.

Lead Agency shall notify Executive Committee of Member District(s) receiving a 75-day letter; Region Representatives will offer assistance as determined necessary.

III. How to Submit a Purchase Order / Requisition

A. Please ensure that your beginning cash balance, with PINCO, is sufficient to cover the Purchase Order and to maintain your JPA commitment.

B. Please submit a separate P.O. for each vendor. Following sentence removed

C. Please number your P.O.'s or Requisitions. Following sentence removed

Original Bullet "D" Removed Completely

D. Include PINCO number ~~or~~ and manufacturer's product code with a brief description of the item.

E. Please list each item and extend the cost. Following two sentence removed

F. If you are placing a P.O. which calls for commodity processed items, please check your balance of that commodity at the processor to verify you have enough. If it is a commodity order using commodity in your inventory at the Service Center, please note the number of cases you would like to have released to that processor right there on you P.O.

G. Please sign your P.O.

H. Please state the approximate dates(s) you would like to pull the products you are ordering. Please keep in mind that the warehouse does not have unlimited space. We request that orders not be placed so far in advance that delivered product sits in the warehouse for extended periods of time.

I. Please fax or e-mail your P.O.'s. If faxing, please state the number of P.O.'s we should be receiving on your cover sheet so that nothing is overlooked or missing. Following sentence removed

J. Please allow ~~3~~ **four** weeks to process your P.O.'s. We are ordering directly from the manufacturers and they require some time to produce the order and to arrange for shipment or pick-up. Please keep in mind that the ~~3~~ **four** week lead-time is subject to orders meeting the manufacturer's minimum requirements for delivery. (Attachment Sixteen)

IV. How to Place a Delivery Order to Your School Site(s)

A. Sending Food/Delivery Orders to the Service Center:

1. Orders must be submitted, by Fax or e-mail, no later than 11:00 a.m. 2 days prior to scheduled delivery date. (Attachments Seventeen)

2. Prior to sending order, check your order against your on hand inventory on the website. If product is not in your inventory, check the Weekly Newsletter for expected inbounds to see if the product may be arriving prior to your delivery date.

Created New Bullet

3. If your product will not arrive by your delivery date, you may also contact another district regarding the possibility of trading/purchasing/borrowing from them, pending the arrival of your product. If all else fails, you can contact the Service Center about the possibility of having product "fronted" to you.

4. Don at the Service Center will double check your on hand inventory verifying the oldest dates are being used if applicable.

5. Your orders are then entered in at the Service Center where pick sheets are printed for freezer, cooler and dry warehouses. Orders are then posted and the districts' inventories are updated.

6. If you need to submit an add-on to your delivery, please do so before 11:00 am the day prior to your delivery. Again, with these add-ons, orders are checked, entered and posted. The Service Center staff asks that you limit the frequency of add-ons. These do require extra time and effort on the part of the staff, both in the office and in the warehouse.

B. Receiving Deliveries at Your Site(s):

1. FoodSource Transportation drivers will bring a Delivery Slip with them which is a duplicate of your order (Attachment Eighteen)

2. The driver will off load the product while a representative of the school checks product counts and descriptions.

3. If there are any discrepancies, they should be dealt with immediately. The driver is to call the Service Center when an overage/shortage has been discovered.

4. After everything has been checked in and any discrepancies have been dealt with, the school rep that checked in the delivery should sign and date the delivery slip. A signed delivery slip indicates that the delivery is correct or that noted corrections are accepted. Because discrepancies cannot be verified, by the driver, after the point of signature, adjustments and corrections cannot be made later. It is the responsibility of the delivery site staff to verify that the delivery is complete and correct prior to signing the delivery slip.

5. The delivery slips are turned into the Service Center and filed for future reference.

6. A copy of the delivery slip is left at the delivery site for your records.

C. Will Calls:

1. If product is not available prior to your scheduled delivery date (for example; Monday), but is expected to arrive prior to your menu date (for example; Friday), you can call the Service Center and arrange to pick up the product. Try to call as far in advance as possible.

2. If you forgot to order a product (for example; 5 cases of catsup), you can call the Service Center and arrange to pick up the product. Again, try to call as far in advance as possible.

3. This practice is only to be utilized as an emergency contingency, and should not be used as a regular "delivery" method.

V. Manufacturers' Specification (Spec) Sheets

Most Manufacturers' Spec Sheets are available on the PINCO website. Click on the "Specs" tab, select the Manufacturer and then select the Product. These spec sheets will include nutritional information and may include food allergen warning.

PINCO EXECUTIVE COMMITTEE MEETING
THURSDAY, MARCH 7, 2019
SIGN-IN SHEET

MEMBER DISTRICT	*REPRESENTATIVE*
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD	
ARVIN USD	
BAKERSFIELD CITY SD	
BEARDLSEY SD	
BIG PINE SD	
BISHOP USD	
DELANO ELEM SD	
DELANO HS DISTRICT	
EARLIMART SD	
EASTSIDE USD	
EDISON SD	
EL TEJON USD	
FAIRFAX SD	
GREENFIELD USD	
KEPPEL USD	
KERN COUNTY SUPT	
KERNVILLE USD	
LAMONT SD	
LANCASTER SD	Belinda Lon
LONE PINE SD	
LOST HILLS SD	
MC FARLAND SD	
MOJAVE SD	
NORRIS SD	
PALMDALE SD	
PANAMA-BUENA VISTA SD	
RICHLAND SD	
SOUTH FORK USD	
STANDARD SD	Tracy Dougherty
TAFT CITY SD	
TAFT UHSD	
TEHACHAPI USD	
VINELAND SD	
WESTSIDE USD	
WILLIAM S. HART UHSD	
WILSONA SD	