



PINCO EXECUTIVE COMMITTEE MEETING

MARCH 9, 2016

10:00AM

PINCO ADMINISTRATIVE OFFICES

44809 BEECH AVENUE

LANCASTER, CA 93534

MINUTES:

1. SIGN-IN: 10:15 A.M.

2. APPROVAL: ADOPTION OF AGENDA.

Recommendation: It is recommended Executive Committee adopt the March 9, 2016 Agenda as presented.

MOVED WESTSIDE SECONDED DELANO ELEM YES X

3. PUBLIC COMMENTS:

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.

4. APPROVAL: EXECUTIVE COMMITTEE MEETING MINUTES

Recommendation: It is recommended Executive Committee approve the meeting minutes of January 13, 2016 as presented.

MOVED DELANO HS SECONDED DELANO ELEM YES X

5. REVIEW BID COMMITTEE REPORT AND RECOMMENDATIONS FOR AWARDING PINCO BIDS FOR THE 2015-2016 SCHOOL YEAR.

Background: PINCO’s Bid Committee comprised of Member Districts and PINCO staff established bid language and timelines for agreements involving commercially purchased and processed items using USDA commodities commencing July 1, 2016:

- #01/16-17 Purchased Full Strength Juice 100%, Shelf Stable
- #02/16-17 Commodity Liquid Eggs
- #03/16-17 Commodity Barrel Cheese
- #04/16-17 Peanuts, Raw Shelled/Peanut Butter

The Bid Sub-committee has compiled scores from all responses to the bids based on its Best Value Scoring matrix and is presenting them to Executive Committee for review.

Recommendation: It is recommended that Executive Committee assess and bring final recommendations of PINCO’s open 2016-2017 bids to Advisory Committee for approval in awarding agreement(s) for the 2016-2017 school year.

MOTION: WASCO SECONDED: DELANO ELEM NO X

It was reported there was not enough time to complete the Value Points form during the opening of the bids yesterday, March 8, 2016. Lead District said some of the information was entered including pricing points. Westside suggested meeting before Advisory to complete the remainder of the forms.

Barstow moved to have a Bid committee meeting at 8:30 a.m. and Executive Committee meeting at 9:30 a.m., to make a recommendation for the Advisory Board.

MOVED BARSTOW SECONDED: PANAMA BV YES X

6. REVIEW CURRENT PRODUCT AGREEMENTS AND RECOMMEND EXTENSION/ROLL-OVER TO ALIGN PINCO'S OVERALL BID SCHEDULE:

Background: PINCO has the option of extending agreements with its awarded vendors for two years subsequent to initial award.

Recommendation: For Executive Committee to review current vendor/processor agreements and extend all applicable agreements through the 2016-2017 school year and to make recommendations to Advisory Committee.

MOTION: GREENFIELD SECONDED: PANAMA BV ~~YES~~ NO X

Greenfield recommended tabling this item, as back up documentation was not emailed to Executive Committee as has been the past practice. Lead District reported the Executive Committee Agenda was posted online along with back up documents but unfortunately Greenfield did not have the opportunity to review prior to this meeting.

Greenfield moved to table item #6 until the meeting on March 17, 2016, so all Executive Board members will have time to review back up documentation.

MOTION: GREENFIELD SECONDED: WASCO YES X

7. BROAD LINE SERVICES:

Background: Upon direction of Advisory Committee, Lead Agency has requested Barry Sackin of Sackin and Associates to consult/discuss options with Executive Committee regarding third-party (broad line) distribution services to PINCO Districts. The information provided in this discussion would be taken to the Advisory Committee meeting scheduled for March 17, 2016 in developing PINCO's invitation for bid/response for these services in 2016-2017.

INFORMATION ONLY: NO ACTION NECESSARY

Mr. Barry Sackin shared information about the procurement process. Please see attached summary which was emailed to Lead District, then forwarded to the Executive Committee.

8. JPA/POLICY COMMITTEE UPDATE: ORDERING PROCEDURES AND TIMELINES WITH SERVICE CENTER:

Background: At the January 28, 2016 Advisory Committee meeting, there was question/issue raised with the Service Center's four week lead time during winter break. The JPA/Policy Sub-committee was charged with assessing the issue and making recommendations to the Lead Agency, Executive and Advisory committees for consideration.

INFORMATION ONLY; NO ACTION NECESSARY

Lead District will send out dates for a meeting with the JPA/Policy Committee to discuss/recommend ordering and timeline procedures.

9. INVENTORY MANGAGEMENT:

Background: PINCO's increasing USDA entitlement and commercial purchases and Member's adherence to pulling items per prescribed timelines continue to place burden on limited storage capacity and requires increased outside storage. The Lead Agency requests the JPA/Policy Sub-committee review current policy to develop a pro-active approach to deal with Districts management of inventory(ies).

INFORMATION ONLY; NO ACTION NECESSARY

Lead District will take the "coaching approach" to work with districts and their inventories. Bakersfield City suggested linking agenda items #8 and #9 together as they go hand in hand.

Bakersfield City requested taking every districts' inventory to see if their fair share percentage and amount of warehouse use are in line.

Barstow asked if an analysis has ever been done to see if it is cost effective to bring non-commodity items through the service center. Does PINCO know how much a "box" costs to the coop?

Panama BV stated how important of a tool it is for each member to have their ins and outs and costs per district. Bakersfield City felt this report should be provided for all districts to look at. Bakersfield will provide the format which was previously used.

A request was made for all/any committee meeting(s), date and times, should go out to all members so members could attend if their schedule permits.

10. ACCESS TO GOVERNING BOARD INFORMATION AND ACTION(S) TAKEN:

Background: The Lead Agency has provided a link for Information/Action items brought before PINCO's Governing Board, the Antelope Valley Union High School District. By clicking onto the link in the Meetings section on the PINCO website, the reader has quick access to the District's Agendas/Minutes that Agendize PINCO business. This information gives Members information and timeline to PINCO business requiring Governing Board approval. Questions regarding any information or action items taken to the Governing Board are welcomed by the Lead Agency.

INFORMATION ONLY; NO ACTION NECESSARY

Information only

11. TABLED ITEM FROM JANUARY 28, 2016 ADVISORY COMMITTEE MEETING: BROWN ACT TRAINING OPPORTUNITY OFFERED:

Background: There have been concerns raised by some PINCO Districts regarding compliance and protocol related to open meeting policies and the Brown Act. Fagan, Friedman and Fulfroost offer training in this arena which could provide PINCO Members an opportunity to understanding current interpretation and practice of the Brown Act from a "uniform" perspective. Trainings can be tailored to the needs of the Co-op specifically addressing the language and expectations of the J.P.A. and its Members; including location and time.

Recommendation: It is recommended Advisory Committee discuss Brown Act training described above to determine value for PINCO Members. If approved for scheduling, training not to exceed \$2,500.00

MOVED: DELANO ELEM SECONDED GREENFIELD NO X

Greenfield asked about Delano's question, from last executive meeting, concerning the Brown Act being the same from county to county. Wasco check and reported the Brown Act is the same throughout California. Greenfield asked if the Lead District had gotten any other competitive quotes on the training? Lead district said, "no".

Greenfield moved to get 2 competitive quotes for the Brown Act Training.

MOVED: GREENFIELD SECONDED: PANAMA BV YES X

Lead District asked Greenfield when making the motion, who was to get the quotes? When Greenfield replied, "The Lead District," the Lead District refused to get additional quotes, stating he did not have the time nor energy for it. Lead District then asked if an Executive board member would volunteer to get the quotes, Delano high said they would get them. Lead District will provide the template used for F3 for Delano High to use.

12. DETERMINATION OF TIMELINE FOR MEMBER COMMUNICATION OF NON-AGENDIZED ITEMS AT PINCO MEETINGS:

Background: There is a need to have time during Executive and Advisory Committee meetings for discussion and announcements between Members Districts regarding sponsorship and other activities related to the services PINCO Members provide their communities. In respect of Open Meeting Policy, the Lead Agency requests the Executive Committee discuss and determine a time for this communication that adheres to the principles of public/open meetings. With consensus, Lead Agency will place item/recommendation on the next Advisory Committee Agenda.

INFORMATION ONLY: NO ACTION NECESSARY

Wasco asked why an item could not be added to the agenda as, Items or Comments from the Board, either for Advisory or Executive meetings? Lead District said there is no problem with making this an agenda item as long as non-members, those not having voting privileges at the meeting, understand they cannot comment.

13. COMMUNICATION BETWEEN LEAD AGENCY AND MEMBER DISTRICTS:

INFORMATION ONLY: NO ACTION TAKEN

14. NEXT MEETING DATES: ADVISORY & EXECUTIVE – SEE SCHEDULE BELOW:

2015-2016 Advisory Committee

March 17, 2016	PINCO Service Center, Bakersfield	Agreement Recommendation
April 14, 2016	PINCO Service Center, Bakersfield	'16-'17 PINCO Buying Guide
May 19, 2016	PINCO Service Center, Bakersfield	Budget review/Calendar
June 16, 2016	PINCO Service Center, Bakersfield	Year-End General Session

2015-2016 Executive Committee

April 14, 2016	PINCO Service Center, Bakersfield	General Business
May 4, 2016	PINCO Administrative Offices, Lancaster	General Business, Budget

15. ADJOURN: MOVED PANAMA BV SECONDED: WASCO