



**PINCO EXECUTIVE COMMITTEE MEETING
MINUTES
THURSDAY, APRIL 8, 2021
9:30 AM
PINCO SERVICE CENTER
3019 16TH STREET**

Pursuant to the Governor's recent provisional guidance regarding open meeting policies in conducting public business, and California Government Code § 54953(b) and notwithstanding any other provision of law, the legislative body of a local agency has provided teleconferencing for the benefit of the public and the legislative body of a local agency in order to meet, discuss and act in the best interests of the Partners in Nutrition Co-Operative under its Joint Powers Agreement. PINCO has established teleconferencing access for this special session PINCO Advisory Committee meeting. PINCO Member District Representatives and members of the public are encouraged to participate through the following number:

Meeting ID meet.google.com/byh-staf-kyy Phone Numbers (US) [+1 413-497-2415](tel:+14134972415) PIN: 855 663 755#

- 1. SIGN-IN: (4) 9:42 (5) 9:45**
- 2. ADOPTION OF AGENDA**

Adoption of the April 8, 2021 Executive Committee Meeting Agenda as presented.

MOTION: Kernville SECONDED: Wilsona VOTE: YES 3 NO 0

- 3. ADOPTION: EXECUTIVE COMMITTEE MEETING MINUTES OF MARCH 4, 2021**

Adoption of the Executive Committee Meeting Minutes of March 4, 2021 as presented.

MOTION: Standard SECONDED: Kernville VOTE: YES 3 NO 0

- 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. UPDATE: PROCESSING OF FINANCIAL STATEMENTS AND REVOLVING FUND OBLIGATIONS**

Background: The recent, temporary vacancy of the accounting desk at PINCO's administrative offices has resulted in a delay of issuing monthly financial statements to Member Districts. Temporary staffing has been trained and provided access to begin generating Member District financial reports for the first quarter of 2021. The Lead Agency is anticipating to begin distribution by April 19, 2021. PINCO's revolving fund balance is not at-risk and the Lead Agency is meeting its financial obligations to its vendors. Deposits are being made for food purchases as they arrive in Lancaster and will be reflected accordingly on each statement when they were processed. Member Districts will not be subject to delays in the processing of PO's or penalties if the Member District's 2.5 month revolving fund balance falls below its minimum. Please contact the Lead Agency with any questions or concerns regarding balance information.

INFORMATION ONLY

- 6. ACTION: RECRUITMENT OF ACCOUNTS PAYABLES CLERK**

Background: PINCO's staffing of only one F/T Accounting Technician coverage at PINCO's administrative offices presents an ongoing risk in sustaining operations and financial processes when that individual is out per personal or District leave. The current vacancy at the desk has exposed the need for leave coverage and establish financial controls following fiscal best practices. The Lead Agency is recommending PINCO's Executive Committee consider the hiring

of a part-time Accounts Payables Clerk to work with the PINCO Accounting Technician at the PINCO administrative offices. The projected expense is reasonable given the increased level of payables and other fiscal activities at the desk in recent years and providing the staffing coverage necessary moving forward. It is recommended the PINCO Executive Committee review the information and proposal and forward to PINCO's Advisory Committee for consideration and action as determined.

MOTION: Kernville SECONDED Wilsona VOTE: YES 4 NO 0

7. ACTION: PINCO 2021-2022 RFP AND EXTENSIONS

Background: PINCO's Bid Committee has provided the Lead Agency with its summary report and recommendation(s) for award of the PINCO RFP's and extensions for 2021-2022. It is recommended PINCO's Executive Committee review the information provided and recommend approval by PINCO's Advisory Committee.

MOTION: Kernville SECONDED Beardsley VOTE: YES 4 NO 0

Christina reviewed RFP recap and taste tests conducted in Panama and AVUHSD. Great job by Bid Committee.

8. REPORTS FROM EXECUTIVE COMMITTEE MEMBERS/LEAD AGENCY

9. UPCOMING MEETING DATES:

<u>Executive Committee</u>	<u>Advisory Committee</u>
September 3, 2020	September 17, 2020
October 8, 2020	October 22, 2020
November 5, 2020	November 19, 2020
December 17, 2020 (Combined Executive and Advisory Committee)	
January 14, 2021	January 28, 2021
February 4, 2021	February 18, 2021
March 4, 2021	March 18, 2021
April 1, 2021	April 15, 2021
May 6, 2021	May 20, 2021
June 3, 2021	June 17, 2021

10. ADJOURN: MOTION 9:55 Wilsona SECONDED Kernville