



PINCO ADVISORY COMMITTEE MEETING
MAY 19, 2016
10:00AM
PINCO SERVICE CENTER
3019 16TH STREET
BAKERSFIELD, 93301

AGENDA:

- 1. SIGN-IN: 10:30 A.M. ONLY 19 MEMBER DISTRICTS WERE PRESENT, QUORUM WAS NOT MET. AN EVOTE WILL BE NECESSARY TO ACCOMPLISH THE THREE AGENDA ITEMS REQUIRING A VOTE.**
2016-2017 Pinco Operating Budget
2016-2017 Purchased Items to Districts extension
2016-2017 Distribution Services Extension
The Calendar will be postponed until the June 16th meeting.

2. APPROVAL: ADOPTION OF AGENDA.

Recommendation: It is recommended Advisory Committee adopt the May 19, 2016 Advisory Committee Meeting Agenda as presented.

MOTION _____ SECONDED _____ VOTE: YES _____ NO _____

3. APPROVAL: ADVISORY COMMITTEE MEETING MINUTES

Recommendation: It is recommended Advisory Committee approve the Advisory Committee Meeting Minutes of April 14, 2016 as presented.

MOTION _____ SECONDED _____ VOTE: YES _____ NO _____

4. APPROVAL: ADVISORY COMMITTEE MEETING MINUTES

Background: The Advisory Committee Meeting Minutes of December 17, 2015 were not approved as Agendized at PINCO's January 28, 2016 Advisory Committee Meeting.

Recommendation: It is recommended Advisory Committee approve the Advisory Committee Minutes of December 17, 2015 as presented.

MOTION _____ SECONDED _____ VOTE: YES _____ NO _____

5. 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.

6. 2016-2017 PINCO OPERATING BUDGET:

Background: In developing PINCO's 2016-2017 budget, the following factors were taken into consideration:

- Current/Projected Purchase expense of Commodity Processed and Commercially Purchased Supplies
- Staffing
- Facility and Support Expenses
- Distribution/Warehouse Services

PINCO Budgets are conservative in their essence. Lead Agency and PINCO Staff will monitor the budget and make any revisions as needed at scheduled 1st/2nd Interims.

Recommendation: It is recommended Advisory Committee approve the 2016-2017 PINCO Operating Budget as proposed with recommendation for approval by PINCO's Governing Board.

MOVED _____ **SECONDED** _____ **VOTE: YES** _____ **NO** _____

7. APPROVAL OF 2016-2017 PURCHASED ITEMS TO DISTRICTS EXTENSION:

Background: Lead Agency has contacted Sysco Foods of Ventura requesting an extension of services for a second year under the terms of the Purchased Items to Districts agreement running from July 1, 2016-June 30, 2017. Vendor complied/submitted response within the requested timeline; including updated costs effective July 1, 2016 on all items listed in the initial award in addition to items quoted "off-line" requested by PINCO Members since inception*. Changes in pricing by line item(s) resulted in a \$1,299.00 reduction overall and balanced in comparison with items of highest velocity/cost. With no change in terms or conditions by the Vendor, this extension is favorable to PINCO Members. Moving forward, Lead Agency requests PINCO Member Districts advise PINCO Administration regarding any concerns or opportunity to improve service or performance with Vendor per the terms of this agreement.

Recommendation: Lead Agency recommends approval of extension with Sysco Foods of Ventura for 2016-2017 in second-year of agreement under the Purchased Items to Districts award.

*Pricing to remain "fixed" on all items (including initial quote(s) off-line items) over the course of the extension regardless of change in manufacturer cost.

MOTION _____ **SECONDED** _____ **VOTE: YES** _____ **NO** _____

8. APPROVAL OF DISTRIBUTION SERVICES EXTENSION FOR 2016-2017:

Background: Per the direction of the Advisory and Executive Committees, Lead Agency along with Executive and Bid Sub-committee Members met and negotiated with Food Source Transportation to gain a better understanding on Vendor's proposed 5% increase in fees. Stated expense increases identified by Food Source Transportation are to absorb vehicle, regulatory and staffing expenses in order to continue providing services as performed (the 5% proposed increase is provided in existing language to awarded Vendor under the terms of agreement). Upon review, PINCO's Executive Committee voted to recommend extension of current agreement in Distribution Services at the proposed 5% fee increase effective July 1, 2016 through June 30, 2017.

Recommendation: Lead Agency and PINCO Executive Committee recommends Advisory Committee approval of extension for 2016-2017 to Food Source Transportation in PINCO's award of Distribution Services.

MOTION _____ **SECONDED** _____ **VOTE: YES** _____ **NO** _____

9. PILGRIM'S PRIDE RECALL UPDATE:

Background: Lead Agency and PINCO Staff are in active communication with Member Districts regarding Pilgrim's Pride/USDA's Level One recall and Manufacturer withdrawal of effected products. Update on recall process/reporting/crediting as of May 19, 2016 will be presented at meeting with re-cap distributed to all Member Districts unable to attend.

INFORMATION ONLY: NO ACTION TAKEN.

10. MEMBER DEMOGRAPHIC PROFILE:

Background: During PINCO's 2016-2017 bid "season," Lead Agency and the Bid Sub-committee encountered challenges retrieving demographic profile data to develop bid language for bids or proposals. In response, and by using the original survey first posted in 2014, Lead Agency will update PINCO's Member District Survey and distribute prior to the June 16, 2016 Advisory Committee Meeting. Member District profiles will be updated prior to the beginning of the school year and continue to be available only under "log-in" rights. Updates will be performed before the start of each year. This information provides PINCO Members and Staff a great networking tool in program sponsorship as well as critical data used for important business decisions in compliance with the Joint Powers Agreement.

INFORMATION ONLY: NO ACTION TAKEN

11. 2016-2017 PINCO CALENDAR:

Background: In accordance under PINCO's Joint Power Agreement and to encourage active dialog concerning key decision making/policy, the Lead Agency and Member Districts develop an annual Meeting Calendar. In 2015-2016, we discovered the importance of meeting schedules in PINCO's effectiveness in providing benefits to its Members. The Lead Agency is proposing the following dates as a template for Executive/Advisory Committee Meetings. Additionally, the JPA/Policy Sub-committee would like to schedule two "In-Service" Meetings designed to aid Member understanding of policy, procedures and financial reporting.

2016-2017 Advisory Committee

September 15, 2016	PINCO Service Center, Bakersfield	General Business
October 27, 2016	PINCO Service Center, Bakersfield	General Business/Agreement Re-cap
December 7, 2016	Antelope Valley Fairgrounds, Lancaster	Pre-Show "Trade" Meeting

December 8, 2016 PINCO FOOD SHOW, AV Fairgrounds

December 15, 2016	PINCO Service Center, Bakersfield	Food Show Re-Cap Meeting
January 19, 2017	PINCO Service Center, Bakersfield	2017-2018 Bid Planning
February 9, 2017	PINCO Service Center, Bakersfield	2017-2018 Pre-Planner
March 23, 2017	PINCO Service Center, Bakersfield	2017-2018 Bid Awards
April 20, 2017	PINCO Service Center, Bakersfield	2017-2018 Buying Guide
May 18, 2017	PINCO Service Center, Bakersfield	Budget/Calendar
June 15, 2017	PINCO Service Center, Bakersfield	Year-End General Session

2016-2017 Executive Committee

October 12, 2016	PINCO Administrative Offices, Lancaster	General Business
January 11, 2017	PINCO Administrative Offices, Lancaster	Commodity Update/Bid Prep
March 8, 2017	PINCO Administrative Offices, Lancaster	2016-2017 Bid Re-Cap
April 12, 2017	PINCO Service Center, Bakersfield	General Business
May 10, 2017	PINCO Administrative Offices, Lancaster	General Business, Budget

*JPA/Policy Sub-committee proposes dates in early August/January for PINCO Trainings; to be determined by Advisory Committee at this meeting. PINCO requests Member District assistance to facilitate room/host services for these 3-hour sessions.

12. REPORTS/COMMENTS/UPDATES FROM PINCO ADVISORY COMMITTEE MEMBERS:

13. NEXT MEETING DATES:

2015-2016 Advisory Committee

June 16, 2016	PINCO Service Center, Bakersfield	Year-End General Session
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14. ADJOURN: MOVED _____ SECONDED _____