

PINCO EXECUTIVE COMMITTEE MEETING

JUNE 6, 2019

10:00AM

PINCO ADMINISTRATIVE OFFICES

44809 BEECH AVENUE

LANCASTER, CA 93534



**AGENDA**

**1. SIGN-IN:**

**2. ADOPTION OF AGENDA**

Adoption of June 6, 2019 Executive Committee Meeting Agenda as presented.

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

**3. ADOPTION: EXECUTIVE COMMITTEE MEETING MINUTES OF APRIL 4, 2019**

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

**4. ADOPTION: EXECUTIVE COMMITTEE MEETING MINUTES OF MAY 9, 2019**

**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. REVIEW/FORWARD: TEMPORARY EXTENSION OF STOREKEEPER III WORK SCHEDULE**

Background: In order to provide adequate coverage and approve scheduled and anticipated staff leave(s) during June and July, it is necessary to extend the schedule of PINCO’s 3.5 hour Storekeeper III by eight weeks. The additional expense was built into the 2019-2020 PINCO Budget in anticipation of this need. If approved, Lead Agency shall provide an assessment to PINCO’s Executive and Advisory Committees on results of this additional scheduling for future consideration. It is recommended PINCO’s Executive Committee review and forward recommendation to PINCO’s Advisory Committee for formal approval to temporarily extend the 3.5 hour PINCO Storekeeper III position for eight weeks upon the conclusion of the current schedule.

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

**7. DISCUSSION: PINCO DISTRIBUTION EXPENSE MODEL DEVELOPMENT AND IMPLEMENTATION**

Background: PINCO Member District financial responsibilities and expenses are outlined and detailed in PINCO’s J.P.A., Section 5.C.2. The following formula was developed to address distribution expense 5.C.2 (h):

One-half of distribution cost will be allocated on the basis of the percentage of cases delivered. The remaining half of distribution costs will be allocated based on the percentage of stops times a mileage factor.

This formula incentivizes in’s/out’s from the Service Center in order to reduce Members District’s per case expense of deliveries. A “cap” was placed on Member Districts outside of Kern County in order to margin expenses equitably. Any increase to Member District(s) expenses within this boundary line were determined to be outweighed by the overall savings provided by the contributions made by the outlying Member District’s entitlement and their absorption of overall administrative expenses and revolving fund balance; Sub-committee review(s) taking place in 2004 and 2011. Member Districts are given the opportunity to adjust their distribution schedule annually as need dictate.

The Lead Agency will schedule a review of the distribution formula with PINCO's Futures Sub-committee in fall, 2019 prior to the 2020-2021 Distribution RFP.

**INFORMATION ONLY**

**8. SUB-COMMITTEE REPORTS:**

Commodity - Bid - Futures - Sunshine - J.P.A/Policy - Food Show

**9. REPORTS FROM EXECUTIVE COMMITTEE MEMBERS/LEAD AGENCY**

**10. UPCOMING MEETING DATES:**

**2018-2019  
PINCO Advisory Committee**

June 13, 2019 PINCO Service Center, Bakersfield

**2019-2020 PINCO MEETING CALENDAR**

**EXECUTIVE COMMITTEE**

**ADVISORY COMMITTEE**

September 5, 2019

September 19, 2019

October 3, 2019

October 17, 2019

December 4, 2019 Food Show Meeting – Lancaster

December 5, 2019 PINCO Food Show – Antelope Valley Fairgrounds

December 12, 2019 (Advisory Committee Only)

January 16, 2020

January 30, 2020

February 6, 2020

February 20, 2020

March 5, 2020

March 19, 2020

April 2, 2020

April 16, 2020

May 7, 2020

May 21, 2020

June 4, 2020

June 18, 2020

Executive Committee Meetings held at 44809 Beech Avenue Lancaster, CA 93534

Advisory Committee Meetings held at 3019 16<sup>th</sup> Street Bakersfield, CA 93001

All meetings scheduled to begin at 10:00AM

**11. ADJOURN:**

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_

## PINCO SERVICE CENTER SUMMER STAFFING

PINCO's Service Center staffing model with no exempt/substitute coverage available, puts employees in a position to schedule vacation time, jury service, FMLA, etc. during summer break. PINCO Management and Staff typically schedule time off in mid-late June in order not to lose any earned time subject to being swept (AVUHSD only allows carryover of one year's earned vacation time and accrued use it, or lose it vacation time is at approximately 350 hours between PINCO Management and Staff) .

The temporary extension of the Storekeeper III's calendar into June & July will provide needed coverage with already scheduled and anticipated leave request(s).

PINCO staffing notwithstanding, Jimmy fully utilizes the service of Food Source Transportation during the summer months as during the school year maximizing any "non-window" or drive-time. It is important to note that Food Source Transportation Drivers can only assist PINCO Staff in meeting warehousing and maintenance demands and cannot perform in a manner that supplants the work of PINCO/AVUHSD Staff.

Food Source Drivers Summer Schedule:

Deliveries to year round schools and summer feeding programs as scheduled.

Shuttling inventories between Service Center and outside storage.

Assist with annual inventory; break-down and separation of mixed pallets at all warehouses in preparation for the scheduled comprehensive year-end inventory.

Shuttles continue with rotating product to ensure. Last summer, 130,000 cases were shuttled between storage facilities equating to hundreds of runs and staging activities.

Begin stocking with July USDA and Member District deliveries.

Assist in facility cleaning and scheduled summer projects. Activities include, but are not limited to: power washing the building inside/out

- Machine scrubbing floors,
- Painting facility inside/out).
- Provide coverage for PINCO staffing time off mainly in the dry warehouse not freezer.

**Transportation Expenses for April 2018/2019**

Monthly Total

Total Transportation cost

77,805.00 77,805.00

Less New Disks

77,792.00 77,792.00

5 x monthly expense

\$38,896.00 \$38,896.00

1/2 cost

DISTRICT	#	% PR YR END	5 OF DISTRIBUTION EXPENSE X %	DELIVERIES PER WEEK	MILEAGE FACTOR	DELIVERIES PER WK X MILEAGE	% OF DELWK X MI PER WK	5 OF DIST EXP X DELWK X MIL	TOTAL
Acton-Agua Dulce	155	0.4400%	\$171.14	1	1.50	1.5	1.598%	\$621.51	\$ 792.65
Alisal USD	230	9.3700%	\$3,644.56	1	2.50	2.5	2.663%	\$1,035.85	\$ 4,680.41
AVUHSD	010	5.7700%	\$2,244.25	8	1.50	12	12.783%	\$4,972.06	\$ 7,220.29
Arvin USD	020	0.8800%	\$342.28	1	0.75	0.75	0.799%	\$310.75	\$ 653.03
Bakersfield City SD	025	15.2200%	\$5,919.97	16	0.75	12	12.783%	\$4,972.06	\$ 10,892.03
Beardsley SD	035	1.5700%	\$610.67	3	0.75	2.25	2.397%	\$932.26	\$ 1,542.93
Big Pine	290	0.2800%	\$108.91	0.5	2.50	1.25	1.332%	\$517.92	\$ 626.83
Bishop UESD	040	0.5100%	\$198.37	0.5	2.50	1.25	1.332%	\$517.92	\$ 716.29
Delano ESD	205	3.8300%	\$1,489.72	1	1.00	1	1.065%	\$414.34	\$ 1,904.06
Delano High	045	1.1500%	\$447.30	1	1.00	1	1.065%	\$414.34	\$ 861.64
Earlmar SD	210	3.3100%	\$1,287.46	1	1.00	1	1.065%	\$414.34	\$ 1,701.80
Eastside USD	050	3.6800%	\$1,431.37	5	1.50	7.5	7.989%	\$3,107.54	\$ 4,538.91
Edison SD	270	0.9800%	\$381.18	1.5	0.75	1.125	1.198%	\$466.13	\$ 847.31
El Tejon USD	055	0.1800%	\$70.01	1	1.00	1	1.065%	\$414.34	\$ 484.35
Fairfax SD	060	2.0500%	\$797.37	4	0.75	3	3.196%	\$1,243.01	\$ 2,040.38
Greenfield USD	065	4.0100%	\$1,559.73	11	0.75	8.25	8.788%	\$3,418.29	\$ 4,978.02
Keppel SD	080	2.1300%	\$828.48	1	1.50	1.5	1.598%	\$621.51	\$ 1,449.99
Kern County Supt	275	1.7900%	\$696.24	1	0.75	0.75	0.799%	\$310.75	\$ 1,006.99
Kernville USD	090	1.1000%	\$427.86	0.75	1.00	0.75	0.799%	\$310.75	\$ 738.61
Lamont SD	095	1.9000%	\$739.02	2	0.75	1.5	1.598%	\$621.51	\$ 1,360.53
Lancaster SD	100	5.4600%	\$2,123.72	1	1.25	1.25	1.332%	\$517.92	\$ 2,641.64
Lone Pine SD	110	0.2300%	\$89.46	0.5	2.00	1	1.065%	\$414.34	\$ 503.80
Lost Hills SD	111	0.7600%	\$295.61	1	1.00	1	1.065%	\$414.34	\$ 709.95
Mc Farland	116	0.9200%	\$357.84	1	0.75	0.75	0.799%	\$310.75	\$ 668.59
Mojave	285	1.7100%	\$665.12	6	1.25	7.5	7.989%	\$3,107.54	\$ 3,772.66
Norris SD	125	0.7000%	\$272.27	4	0.75	3	3.196%	\$1,243.01	\$ 1,515.28
Palmdale SD	130	10.1300%	\$3,940.16	2	1.50	3	3.196%	\$1,243.01	\$ 5,183.17
Panama-Buena Vista USD	135	5.3800%	\$2,092.60	1	0.75	0.75	0.799%	\$310.75	\$ 2,403.35
Richland-Lardo	145	2.3800%	\$925.72	3	0.75	2.25	2.397%	\$932.26	\$ 1,857.98
So. Fork USD	215	0.3800%	\$147.80	1	1.00	1	1.065%	\$414.34	\$ 562.14
Standard SD	160	1.5200%	\$591.22	4	0.75	3	3.196%	\$1,243.01	\$ 1,834.23
Taft City SD	280	1.5800%	\$614.56	1	1.00	1	1.065%	\$414.34	\$ 1,028.90
Taft Union HS	281	0.0000%	\$13.00	1	1.00	1	0.000%	\$0.00	\$ 13.00
Tehachapi USD	170	1.6900%	\$657.34	1	1.00	1	1.065%	\$414.34	\$ 1,071.68
Vineland	285	0.4100%	\$159.47	2	0.75	1.5	1.598%	\$621.51	\$ 780.98
Westside SD	190	2.3000%	\$894.61	1	1.25	1.25	1.332%	\$517.92	\$ 1,412.53
Wim S. Hart UHSD	195	2.0200%	\$785.70	1	1.25	1.25	1.332%	\$517.92	\$ 1,303.62
Wilsona SD	200	2.2700%	\$862.94	1	1.50	1.5	1.598%	\$621.51	\$ 1,504.45
5880-DR, 9110-CR		100.0000%	\$38,905.03	93.75	44.00	93.86	100.0000%	\$38,895.99	\$ 77,805.00



**PARTNERS IN NUTRITION COOPERATIVE  
EXECUTIVE COMMITTEE 2019-2020**

President: Joe Cook, Antelope Valley Union High School District  
 1st Vice President: Marilou Onaindia, Panama Buena Vista Union School District  
 2nd Vice President: Tracey Dougherty, Standard School District  
 Secretary: Eric Sabella, Bakersfield City School District  
 Region 1 Rep: Audrey Cabrera, Wilsona Elementary School District (ESD)  
 Region 2 Rep: Dee Abbema, Arvin Union School District  
 Region 3 Rep: Anne Lerma, Beardsley School District  
 Region 4 Rep: Barbara Herrera, Edison School District

**PINCO REGIONS**

<p><b>REGION 1</b>  <u>Rep: Audrey Cabrera, Wilsona ESD</u>  <u>Alt: Richard Andrews, Fairfax School District</u>          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</p>	<p><b>REGION 2</b>  <u>Rep: Dee Abbema, Arvin Union School District</u>  <u>Alt: Rafael Juarez, KCSOS</u>          Alisal Union School District          Antelope Valley Union High School District          Arvin Union School District          Bishop Union Elementary School District          Earlimart School District          Kern County Supt. of Schools          Panama Union School District          Richland School District          Vineland School District</p>
<p><b>REGION 3</b>  <u>Rep: Anne Lerma, Beardsley School District</u>  <u>Alt: Nancy Hemstreet, Westside Union School District</u>          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 Elementary School District</p>	<p><b>REGION 4</b>  <u>Rep: Barbara Herrera, Edison School District</u>  <u>Alt: Karen Watson, Kernville Union School District</u>          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</p>

**PINCO MEETING CALENDAR  
2019-2020**

**EXECUTIVE COMMITTEE**

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**EXECUTIVE COMMITTEE MEETINGS HELD AT:  
44809 BEECH AVENUE LANCASTER, CA 93534**

**ADVISORY COMMITTEE MEETINGS HELD AT:  
3019 16<sup>TH</sup> STREET BAKERSFIELD, CA 93301**

**All meetings scheduled to begin at 10:00AM**