



PINCO ADVISORY COMMITTEE MEETING
JUNE 13, 2019
10:00AM
PINCO SERVICE CENTER
3019 16TH STREET
BAKERSFIELD, CA 93301

AGENDA

- 1. SIGN-IN:**
- 2. ADOPTION OF AGENDA**

Adoption of June 13, 2019 Advisory Committee Meeting Agenda as presented.

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

- 3. ADOPTION: ADVISORY COMMITTEE MEETING MINUTES OF MAY 16, 2019**

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

- 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. APPROVAL: 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 Advisory Committee authorize the temporary extension of the 3.5 hour PINCO Storekeeper III position for eight weeks upon the conclusion of the current schedule.

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

- 6. 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

7. ANNOUNCEMENT: 2019-2020 PINCO SUB-COMMITTEE RECRUITMENT

Background: PINCO Sub-committees play a critical role in PINCO’s decision making process and in serving PINCO Member Districts. Member Districts/Staff are encouraged to join-participate; please contact the Lead Agency and your District’s Region Representative to sign-up for next year (Sub-committee membership/participation is open year-round). The attached PINCO Sub-committee scope of responsibilities outline the focus areas each Sub-committee cover/address. Below are just a few topics-opportunities PINCO Sub-committees will be focusing on in 2019-2020:

- J.P.A./Policy-
Finalize Executive Committee Officers succession procedures
Update PINCO Procedures Manual
- Futures-
Study tenant improvement options (restrooms, broadband extension, electronic meeting access, etc.)
Review of Transportation/Distribution Expense model
- Bid-
Review of Distribution and Third-Party Request for Proposals prior to 2020-2021 solicitation(s)
- Commodity-
Review of 2018-2019 DOD Produce Program Re: potential use of remaining 2019-2020 entitlement

INFORMATION ONLY

8. WAREHOUSE REPORT: WALK-THROUGH/INSPECTION

Region One- Office/Conference Room/Grounds Region Two- Dry Storage & Loading Dock
Region Three- Cold Space Storage Region Four- Lounge & Rest Rooms

9. SUB-COMMITTEE REPORTS:

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

10. REPORTS FROM ADVISORY COMMITTEE MEMBERS/LEAD AGENCY

11. UPCOMING MEETING DATES:

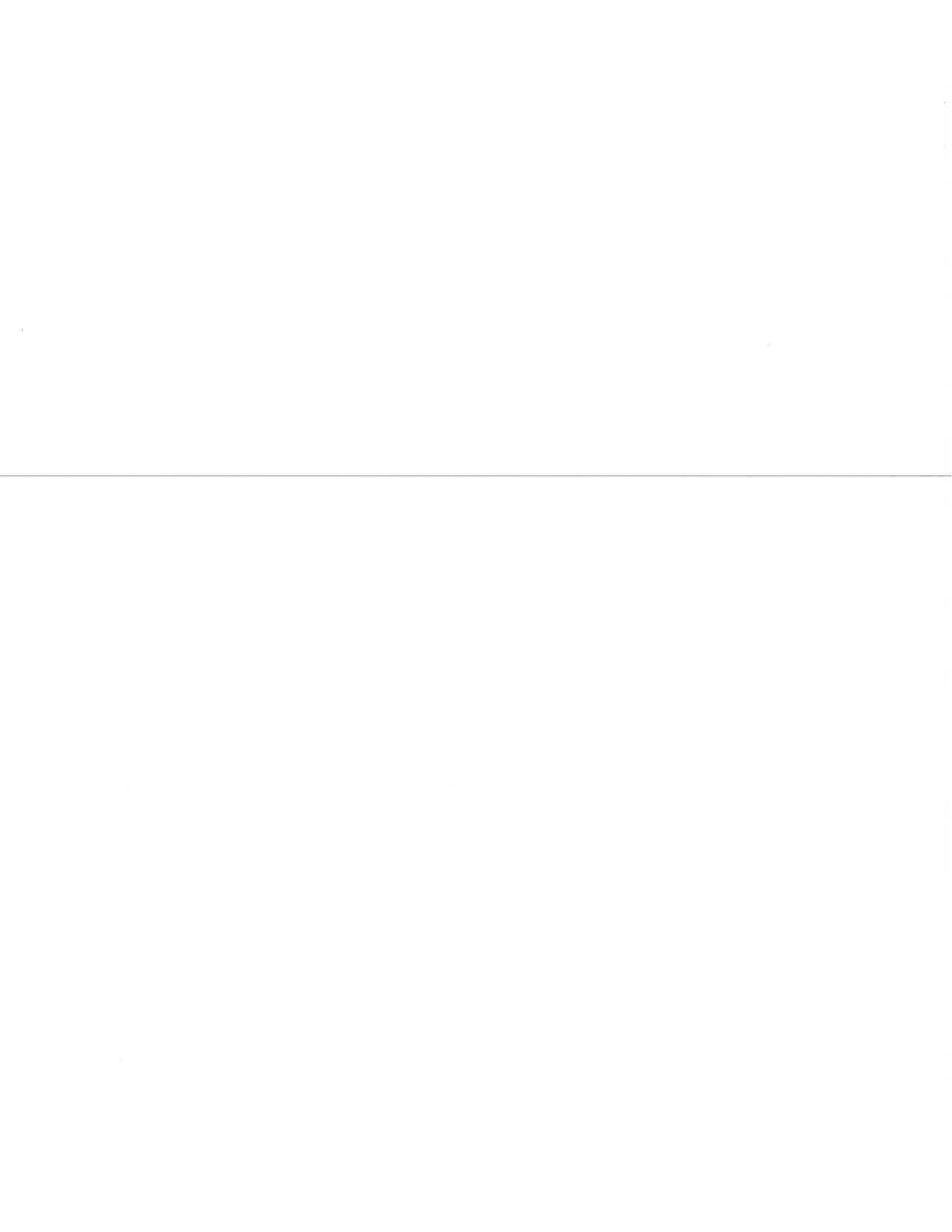
2019-2020 PINCO MEETING CALENDAR

<u>EXECUTIVE COMMITTEE</u>	<u>ADVISORY COMMITTEE</u>
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 16th Street Bakersfield, CA 93001
All meetings scheduled to begin at 10:00AM

12. 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.

Shuttle(s) between Service Center and outside storage facilities.

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

PINCO SUB-SUB-COMMITTEES OVERVIEW

- **Bid Sub-committee- October-May:**

Review performance and fulfillment of PINCO agreements prior to PINCO Food Show.

Establishes scheduling of solicitations with Lead Agency.

Reviews solicitation(s) and make changes to language as needed for compliance and competitiveness.

Collaborates with Commodity Sub-committee re: Processor option(s) in solicitation(s).

Works with PINCO Staff in response openings and vetting activities in order to make recommendations to PINCO Membership.

- **Commodity Sub-committee – Year-Round:**

Assesses FDP and Processor Offerings with Lead Agency and PINCO Staff and make recommendations to PINCO Membership.

Reviews Member District allocations and Processor balance(s) re: Carryover and Fall Sweep.

Work with Lead Agency related to on-going purchase opportunities through the CDE/USDA (i.e. Bonus, Non PINCO sweeps remaining surplus entitlement).

- **Futures Sub-committee – Year Round:**

Works with Lead Agency and PINCO Staff in to assess and address facility issues, including but not limited to; lease agreement, equipment, storage, maintenance and technology.

Works with Lead Agency and PINCO staff to address logistic activity and services as needed.

- **J.P.A./Policy Sub-committee – Year-Round:**

Addresses J.P.A. and PINCO Procedural issues and opportunities as they relate to the effective management of the cooperative.

- **Food Show Sub-committee – August-January:**

Work in the planning, coordination and organization of PINCO's Food Show. Sub-committee communicates with Member Districts as needed for gift baskets, plans Food Show Dinner Reception and develops communication announcements for Member Districts in their respective communities. Sub-committee shall support PINCO Staff in set-up and assist in welcoming Vendors to the Food Show and address issues as needed.

- **Sunshine Sub-committee – Year-Round:**

Sub-committee performs as an outreach-resource for the cooperative in support of Member Districts. Activities include, but are not limited to assisting Member Districts in local sponsorship and recognizing member transition (welcoming and retirements).



**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>REGION 1 <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>REGION 2 <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 Unified School District Earlimart School District Kern County Supt. of Schools Panama Union School District Richland School District Vineland School District</p>
<p>REGION 3 <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>REGION 4 <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>

