



**PINCO ADVISORY COMMITTEE MEETING  
THURSDAY, SEPTEMBER 15, 2016  
10:00AM  
PINCO SERVICE CENTER 3019 16<sup>TH</sup> STREET  
BAKERSFIELD, CA 93301**

**AGENDA**

**1. SIGN-IN:**

**2. APPROVAL: ADOPTION OF AGENDA**

Recommendation: It is recommended Advisory Committee adopt the September 15, 2016 Advisory Committee Meeting Agenda as presented.

**MOTION: DELANO ELEM SECONDED: PALMDALE PASSED**

**3. APPROVAL: JUNE 16, 2016 ADVISORY COMMITTEE MEETING MINUTES**

**4.**

Recommendation: It is recommended Advisory Committee approve the Advisory Committee Meeting Minutes of June 16, 2016 as presented.

**MOTION: DELANO ELEM SECONDED: WESTSIDE PASSED**

**5. APPROVAL: DECMEBER 7, 2015/MAY 19, 2016 ADVISORY COMMITTEE “NON-MEETING”**

Background: After consultation, the Lead Agency has verified that while without quorum and no action/discussion taken as items were carried forward to the December 17, 2015 and June 16, 2016 meeting PINCO has to approve the Agenda(s) with the notation of NO QUORUM- NO ACTION TAKEN to show there was an attempt to conduct a meeting in honoring the by-laws of the J.P.A.

Recommendation: To approve the NO QUORUM-NO ACTION TAKEN on the December 7, 2015 and May 19, 2016 Agendas posted on the website.

**Both meetings, December 9, 2015 and May 19, 2016 were tabled until subsequent meetings (12/17 & 6/16). The December 9<sup>th</sup> meeting had a quorum but was tabled due to the inability to finalize the Sysco report to members. The May 19<sup>th</sup> meeting was short two member districts to make quorum. By approving the NO QUORUM- NO ACTION TAKEN there is a record that there was an attempt to hold the meeting covering our responsibilities to hold a meeting at least every 120 days, per J.P.A.**

**MOTION: PALMDALE SECONDED: PANAMA BV PASSED**

**6. 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.

**NONE AT THIS TIME**

**7. PILGRIM’S PRIDE-GOLD KIST UPDATE:**

Background: Jack Crawford and Dusty Brown from Pilgrim’s Pride-Gold Kist to report on production and capacity to supply items per its agreement with PINCO. They will also provide an update on filling opening orders and product availability of items introduced into Buying Guide this summer in the absence of “scheduled” items.

**Jack Crawford and Dusty Brown from Pilgrim’s Pride (PP) along with Gaye and Dennis Sellers were in attendance. Jack spoke on the recall of GoldKist Chicken. There were 4,800,000 lbs. of chicken destroyed due to foreign matter in the product but with that there were no injuries, illnesses or deaths associated with the recall. Credits due to our member districts have been received.**

**Currently the issue is product availability. Due to USDA efforts to keep our food safe there have been numerous setbacks in production. Currently there is no date as to when they will begin production of the items listed in our agreement. Jack will not disagree with Pinco if it is decided to cancel or move the chicken to another chicken processor.**

**PP has a lot of fajita chicken, diced chicken dark meat strips available. They have 8 piece chicken available and could move large bird pounds into small bird pounds if we would like it. They have some limited quantities of whole muscle items, smackers and popcorn. A question was raised by Palmdale about reducing the price of the whole mussel items, Jack would have to look into it. Antelope Valley questioned the time it would take to receive inventory if we decided to transfer our birds to small birds. Jack said the transfer could occur in 20 minutes with orders processed as quickly as possible.**

**The situation is very fluid right now, Lead Agency will send communication as it develops related to the agreement and product availability.**

**INFORMATION ONLY**

**8. ADVISEMENT OF ENTITLEMENT RESOLUTION:**

Background: Lead Agency to present report in communication with CDE regarding PINCO’s 2016-2017 USDA diversion schedule.

**Lead Agency has submitted an emergency request of USDA transfer to the State. The State is recommending that Pinco request a three months usage of chicken to be transferred to an alternate chicken producer for now. If PP defaults the agreement in writing, PINCO can go forward in working with an approved vendor per language in the agreement and/or soliciting a new bid chicken.**

**Per direction from Membership, Lead Agency will pursue termination/default options with PINCO legal counsel.**

**INFORMATION ONLY**

**9. UPDATE: MEMBER DISTRICT SURVEY**

Background: With logistics and service questions added to the PINCO Member Survey for the purpose of solicitation services, Lead Agency has distributed the PINCO 2016-2017 survey update to Members with a response deadline of September 30, 2016.

Moving forward, PINCO will request Member Districts to update their information with annual site delivery updates each spring. Notwithstanding and noted at June 16’s Executive and Advisory Committee meetings, Lead Agency will work with 2nd Vice President to develop a separate questionnaire to identify Member District’s prioritization and participation within the Cooperative.

**Member Districts are reminded to submit their survey by September 30, 2016!**

**INFORMATION ONLY**

**10. STAFFING: RECRUITMENT OF STOREKEEPER 3 POSITION AT SERVICE CENTER**

Background: With the retirement of long-time FordCo and PINCO Team-member Melvin Thomas, PINCO is currently recruiting an eight-hour Storekeeper III position at the Service Center. The Lead Agency’s goal is to select and process a qualified candidate prior to Melvin’s scheduled retirement date on September 30, 2016.

**INFORMATION ONLY**

**11. STAFFING: RECRUITMENT OF PINCO ACCOUNT TECHNICIAN**

Background: In serving for the past ten years (plus) as PINCO’s Account Technician, Lisa Castorena has announced her retirement. Since arriving to PINCO, Lisa has developed a structured accounting platform for billing, reporting, budgeting and forecasting for Member Districts. Lisa’s has also established strong ties with the vendors and service providers and agencies PINCO does business with. Lisa’s last day of work is scheduled for December 9, 2016. The Lead Agency is accelerating the recruitment process in selection of a candidate to succeed Lisa and provide training prior to Lisa’s last day.

Recommendation: To approve additional budgeting in training of PINCO Account Technician in November and December not to exceed \$15,750.00.

**Due to Lisa’s retirement Pinco will need to hire a replacement and have them trained prior to Lisa leaving December 9, 2016. This non budgeted item will cost approximately \$7,200 to cover the two months training while is still employed by PINCO.**

**MOTION: DELANO ELEM SECONDED: PALMDALE PASSED**

**11. APPROVAL: COMMODITY SUB-COMMITTEE RECOMMENDATIONS IN SECOND USDA ENTITLEMENT PURCHASE FOR 2016-2017**

Background: In August, CDE announced its USDA Fall offering schedule for available USDA Foods scheduled to arrive from December through the end of the 2016-2017 school year. With a recent hold on processing three truckloads of USDA Chicken, PINCO has an estimated 1.8 million dollars of entitlement monies to spend (less mandated reserve margins). The Commodity Sub-committee convened a meeting August 25, 2016 to review current balance/usage at processor and identify USDA Foods to purchase as Direct Delivery and divert to Processor; see attached. If approved as recommended, PINCO will process the request meeting CDE’s timeline for December deliveries.

Recommendation: It is recommended the Advisory Committee approve the Commodity Sub-committee's recommendation(s) for PINCO in its second 2016-2017 USDA Foods purchase.

**MOTION: BAKERSFIELD SECONDED: DELANO ELEM PASSED**

**12. APPROVAL OF PINCO INTERNAL SWEEP POLICY AND LANGUAGE REVISIONS**

Background: At the January 28, 2016 Advisory Committee Meeting, revisions to the Commodity Management Bulletin, aka PINCO's Internal Sweep Policy were adopted. Moving forward, there has been dialog with Executive and Commodity Sub-committee Members as to terminology regarding transfers and reporting usage percentages. The changes proposed reflect discussion at recent Committee meeting with the goal of clearer definition and understanding of Member District's responsibility in use of USDA entitlement at processor per USDA guidelines.

Recommendation: It is recommended the Advisory Committee approve revisions made to PINCO Internal Sweep Policy and Internal Transfer Form as presented.

**Palmdale brought up a concern that the calculations were not correct in the formula. Lead Agency said the form(s) can be changed if it's matter of mechanics, what we are approving is the language of the policy to improve Member's understanding and responsibilities in transfer as the "Seller" or "Buyer."**

**MOTION: ARVIN SECONDED: BAKERSFIELD PASSED**

**13. 2015-2016 LEAD AGENCY SELF-EVALUATION**

Background: On June 16, 2016, the Lead Agency submitted its periodic self-evaluation to Executive and Advisory Committees on the form (and format) previously used in the past. The Executive Committee in exercise of its responsibilities identified in the J.P.A. have developed a new evaluation form and submitted it to the Lead Agency based on their experience.

In presenting the Executive Committee's new form and evaluation to Advisory, it is the hope of the Lead Agency that PINCO's Executive Committee will work with Advisory Committee in determining a process in evaluation to provide Member District input in this function of the J.P.A.

**Executive Committee will revisit this at the October 12, 2016 meeting.**

**INFORMATION ONLY**

**14. ELECTION: REGION FOUR REPRESENTATIVE ON PINCO EXECUTIVE COMMITTEE**

Background: In advance of his retirement from Delano Union School District, Roy Rico is resigning from his position as PINCO Region Four Representative on its Executive Committee effective upon the conclusion of this Advisory Committee Meeting. Pursuant to Section Seven, Subsection C, the Lead Agency requests Region Four Member Districts to nominate and elect a replacement in succession effective upon election.

**Todd Cherland, representing Palmdale with take on the roll as Region 4 representative replacing Roy Rico. Tracey Dougherty will remain the alternate.**

**MOTION: DELANO ELEM SECONDED: KEPPEL PASSED**

**15. REPORTS/COMMENTS FROM ADVISORY COMMITTEE MEMBERS**

**Eastside School District expressed appreciation to Membership and PINCO Staff for their assistance/teamwork in dealing with a District water issue impacting the meal program!**

**2016 Food Show:**

**Vendor tables will increase in price from \$300 to \$350 per table.**

**As space is needed there is a possibility of the meal being served in the foyer with the bar and serving line in the usual placement.**

**With a number of items on the bid list there will be purple balloons at the bid item tables to designate those items.**

**Baskets provided by districts are welcome and encouraged.**

**16. UPCOMING MEETING DATES:**

**2016-2017 Advisory Committee**

October 25, 2016 (TUE.)	PINCO Service Center, Bakersfield	Gen. Business & Brown Act Training
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	Gen. Business
December 7, 2016	Antelope Valley Fairgrounds, Lancaster	Gen. Business
January 11, 2017	PINCO Administrative Offices, Lancaster	Commodity Update/Bid Prep
March 8, 2017	PINCO Administrative Offices, Lancaster	2017-2018 Bid Re-Cap
April 6, 2017	PINCO Administrative Offices, Lancaster	Budget/Calendar, Gen Bus.
May 10, 2017	PINCO Administrative Offices, Lancaster	Gen. Business, Budget
June 8, 2017	PINCO Administrative Offices, Lancaster	Year End Gen. Business

**17. ADJOURN:**

**MOTION: DELANO ELEM    SECONDED: ARVIN    PASSED**