

PINCO ADVISORY COMMITTEE MEETING
MAY 18, 2017 10:00AM
PINCO SERVICE CENTER
3019 16TH STREET
BAKERSFIELD, CA. 93301



MINUTES

1. SIGN IN/TIME: 10:15 AM

2. APPROVAL: ADOPTION OF AGENDA

Recommendation: It is recommended Advisory Committee adopt the May 18, 2017 Agenda as presented.

MOVED PANAMA BUENA VISTA SECONDED WESTSIDE PASSED

3. PUBLIC COMMENTS:

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

4. APPROVAL OF ADVISORY COMMITTEE MEETING MINUTES

Recommendation: It is recommended Advisory Committee approve the meeting minutes of April 20, 2017 as presented.

MOVED PALMDALE SECONDED LANCASTER PASSED

5. ACTION: J.P.A. AMENDMENT OF APPENDIX VI SECTION 7B. VOTING RIGHTS – QUORUM

Background: In assessing PINCO’s required minimum attendance for quorum per Appendix VI of the Joint Powers Agreement (J.P.A.), the J.P.A./Policy Sub-committee recommended PINCO Advisory Committee reduce the required number from Member Districts from a *simple majority* to 40% or more of the representatives or their alternates. Upon direction of Advisory Committee, Lead Agency contracted Borton Petrini LLC to draft documentation for PINCO to amend the J.P.A. and process the amendment with appropriate governing agencies. In order to amend the J.P.A., there must be 26 “yes” votes by eligible Member District representatives or alternates. Lead Agency recommends PINCO Advisory Committee approve the proposed change in meeting quorum requirements.

MOTION: BAKERSFIELD CITY SECONDED EASTSIDE PASSED

Bakersfield City moved to table J.P.A. Amendment of the Appendix VI Section 7B Voting Rights, until the December 6, 2017, advisory meeting before the PINCO Food Show so as to have more voting members in attendance.

6. UPDATE: DISCUSSION FROM MAY 16, 2017 EXECUTIVE COMMITTEE MEETING OF USDA FOODS STORAGE GUIDELINES AND TIMELINES ON DISCONTINUED ITEMS

Background: At the conclusion of the solicitation and award process, PINCO Members determine items to be added and/or removed from the Buying Guide. While PINCO follows a twelve month storage schedule with USDA Foods, commodity processed and commercially purchased items not carried into the following year have historically been scheduled for removal from the Service Center to a Member designated location by the last Friday in August. This timeline provides Member Districts ample time to schedule use of these foods at the beginning of the school year. This timeline also ensures storage for opening orders and scheduled USDA arrivals (and remember PINCO’s USDA entitlement continues to increase). Inventories of these “must pull” cases inventoried by Member Districts is at an all-time high for this late in the school year in the Warehouse when we typically turn-down space in outside storage; compounding the situation are needed floor repairs PINCO is budgeting for and hopes to address this summer. Increasing space with outside storage at current rates are reasonable, reliable and negotiable based

on terms but should be only be expensed as Member Districts continue to develop ordering and menu planning strategies. Lead Agency and PINCO's Executive Committee are recommending PINCO's Advisory Committee select an Ad-hoc Sub-committee including PINCO Staff to study this issue and report back to PINCO Executive and Advisory Committees with their assessment and recommendations.

MOTION: LONE PINE SECONDED BISHOP PASSED

Lone Pine moved to set the second (2nd) Friday of September each year, as the deadline to pull all discontinued purchased items from the warehouse.

7. APPROVAL: 2017-2018 PINCO OPERATING BUDGET

Background: Changes in the proposed PINCO 2017-2018 operating budget are based on each changes in all areas of revenue and expenses with added focus in the following areas:

| | |
|-----------------------------------|--|
| Purchases (current and projected) | Technology (projected) |
| Outside Storage | Equipment and Facility (freezer floor) |

PINCO Budgets are conservative in their essence. Lead Agency will monitor the budget and make any revisions as needed at scheduled Interim period.

Recommendation: It is recommended that Advisory Committee approve the 2017-2018 PINCO operating budget as presented.

MOTION: BAKERSFIELD CITY SECONDED DELANO ELEMENTARY PASSED with KCSOS opposing

Bakersfield City moved to approve the amended copy of the budget presented at the Advisory meeting, with the software taken out (\$800 reduced from \$35,000 to \$5,000) and the Travel Mileage capped at \$5,000, and moving forward the budget should be balanced to zero as each of our district are required to do.

8. 2017-2018 PINCO ELECTION OF EXECUTIVE OFFICERS AND REGION REPRESENTATIVES

Background: As dictated in PINCO's Joint Powers Agreement, the cooperative is scheduled to hold Elections every two years consummate with the conclusion in term of PINCO's current Executive Committee.

Nominations will now open for the office of:

| | | |
|---------------------------------------|---|-------------------------------|
| First Vice President | <u>Brenda Robinson-Bakersfield City</u> | |
| Second Vice President | <u>Marilou Onaindia-Panama BV</u> | |
| Secretary | <u>Tracey Dougherty-Standard</u> | |
| Region 1 Representative and Alternate | <u>Randy Rico-Lost Hills</u> | <u>Audrey Cabrera-Wilsona</u> |
| Region 2 Representative and Alternate | <u>Dee Abbema-Arvin</u> | <u>Jacque Spiedel-AVUHS</u> |
| Region 3 Representative and Alternate | <u>Anita Molino-Eastside</u> | <u>Belinda Ross-Lancaster</u> |
| Region 4 Representative and Alternate | <u>John Chovolla-Delano Elementary</u> | <u>Barbara Herrera-Edison</u> |

Voting will now begin for the Election of Officers:

| | | |
|---------------------------------------|---|-------------------------------|
| First Vice President | <u>Brenda Robinson-Bakersfield City</u> | |
| Second Vice President | <u>Marilou Onaindia-Panama BV</u> | |
| Secretary | <u>Tracey Dougherty-Standard</u> | |
| Region 1 Representative and Alternate | <u>Randy Rico-Lost Hills</u> | <u>Audrey Cabrera-Wilsona</u> |
| Region 2 Representative and Alternate | <u>Dee Abbema-Arvin</u> | <u>Jacque Spiedel-AVUHS</u> |
| Region 3 Representative and Alternate | <u>Anita Molino-Eastside</u> | <u>Belinda Ross-Lancaster</u> |
| Region 4 Representative and Alternate | <u>John Chovolla-Delano Elementary</u> | <u>Barbara Herrera-Edison</u> |

Recommendation: It is recommended that the Advisory Committee approve the Election of PINCO Officers for the term of two years effective July 1, 2017

MOVED WILSONA SECONDED BISHOP PASSED

Greenfield asked for a procedure to replace members of the Executive Committee is a person in office leaves the position they are in when voted into office.

9. PINCO SUB-COMMITTEE RECRUITMENT

Background: Sub-committees are an integral component in PINCO’s success. They help development policy and spur communication that promotes better use of USDA commodity entitlement. First discussed at PINCO’s Executive Committee meeting on May 7, 2015, PINCO will re-fresh Sub-committee rosters at the end of each year, soliciting sign-ups at today’s Advisory Committee meeting and over the summer. After assembling the Sub-committees, PINCO’s newly elected First Vice President will contact Sub-committee representatives to establish a Lead for the Sub-committee(s) and initiate communications/scheduling first meetings.

INFORMATION ONLY

List passed among membership for sign-ups.

10. RECOMMENDATION: PINCO 2017-2018 CALENDAR

Background: In reviewing Lead Agency Governing Board Calendar for 2017-2018, below is a recommendation in dates/locations for PINCO’s 2017-2018 Calendar.

Proposed Advisory Committee Meeting Dates for the 2017-2018 school year:

| | | |
|--|--|-------------------------------------|
| September 21 22 , 2017 | PINCO Service Center, Bakersfield | General Business |
| October 19 20 , 2017 | PINCO Service Center, Bakersfield | General Business/Agreement Re-cap |
| December 6, 2017 (no change) | Antelope Valley Fairgrounds, Lancaster | Pre-Show Meeting/Industry Reception |

December 7, 2017 PINCO FOOD SHOW, AV Fairgrounds

| | | |
|---|-----------------------------------|--------------------------------------|
| December 14 15 , 2017 | PINCO Service Center, Bakersfield | Food Show Re-Cap Pre-Planner Meeting |
| January 18 19 , 2018 | PINCO Service Center, Bakersfield | Mid-Year Vendor Review/RFP |
| March 15 16 , 2018 | PINCO Service Center, Bakersfield | Bid Awards |
| April 12 , 2018 | PINCO Service Center, Bakersfield | 2018-2019 Buying Guide |
| May 24, 2018 | PINCO Service Center, Bakersfield | Budget/Calendar |
| June 14, 2018 | PINCO Service Center, Bakersfield | Year-End General Session |

Proposed Executive Committee Meeting Dates for the 2017-2018 school year:

All Executive Committee meetings were changed to Thursdays.

September 14, 2017

| | | |
|------------------|---|---------------------------|
| October 12, 2017 | PINCO Administrative Offices, Lancaster | General Business |
| January 11, 2018 | PINCO Administrative Offices, Lancaster | Commodity Update/RFP Prep |
| March 8, 2018 | PINCO Administrative Offices, Lancaster | 2018-2019 RFP Re-Cap |
| April 5, 2018 | PINCO Administrative Offices, Lancaster | General Business |
| May 10, 2018 | PINCO Administrative Offices, Lancaster | General Business, Budget |
| June 7, 2018 | | |

Recommendation: It is recommended Advisory Committee adopt the 2017-2018 PINCO Meeting Calendar as presented.

MOVED PALMDALE

SECONDED FAIRFAX

PASSED

11. ACDA/CSNA INDUSTRY UPDATES:

Updates from the respective conferences held over the first weekend in April/May this year.

INFORMATION ONLY

12. UPCOMING MEETINGS:

2016-2017 Advisory Committee

June 15, 2017

PINCO Service Center, Bakersfield

Year-End General Session

2016-2017 Executive Committee

June 8, 2017

PINCO Administrative Offices, Lancaster

Year End Gen. Business

ADJOURN: MOVED PALMDALE SECONDED GREENFIELD

**PINCO ADVISORY COMMITTEE MEETING
 PINCO ADMINISTRATIVE OFFICES
 MAY 18, 2017
 SIGN IN SHEET**

26
Districts

| MEMBER DISTRICT | REPRESENTATIVE |
|------------------------|---|
| ACTON-AQUA DULCE USD | |
| ALISAL USD | |
| AVUHSD | |
| ARVIN USD | |
| BAKERSFIELD CITY SD | Brenda Robinson, Jennie, Carol, Kim, John |
| BARSTOW USD | |
| BEARDLSEY SD | Rachelina |
| BIG PINE SD | |
| BISHOP UESD | Susan Nelson |
| DELANO ELEM SD | |
| DELANO HS DISTRICT | |
| EARLIMART SD | |
| EASTSIDE USD | Eastside Auto Mktg |
| EDISON SD | Barbara Jensen |
| EL TEJON USD | |
| FAIRFAX SD | Jodi Rhoden |
| GREENFIELD USD | Leticia Johnson |
| KEPPEL USD | Misty Holmes Smale |
| KERN COUNTY SUPT | |
| KERNVILLE USD | |
| LAMONT SD | Nancy Lusk |
| LANCASTER SD | Belinda Ross |
| LONE PINE SD | Melany Garcia |
| LOST HILLS SD | |
| MC FARLAND SD | |
| MOJAVE SD | |
| NORRIS SD | Karen Brittare |
| PALMDALE SD | |
| PANAMA-BUENA VISTA SD | |
| RICHLAND SD | |
| SOUTH FORK USD | |
| STANDARD SD | Rhonda Vinos |
| TAFT CITY SD | |
| TEHACHAPI USD | |
| VINELAND SD | |
| WASCO ELEM SD | |
| WASCO UHSD | Carol Lee, Dale Huffaker |
| WESTSIDE USD | |
| WILLIAM S. HART UHSD | |
| WILSONA SD | |

