



PINCO ADVISORY COMMITTEE MEETING

JUNE 15, 2017

10:00AM

PINCO SERVICE CENTER

3019 16TH STREET

BAKERSFIELD, CA 93301

NO MEETING HELD DUE TO QUORUM

AGENDA

1. SIGN-IN:

2. ADOPTION OF AGENDA

Adoption of June 15, 2017 Advisory Committee Meeting Agenda.

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

3. ADOPTION: ADVISORY COMMITTEE MEETING MINUTES OF MAY 18, 2017

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. UPDATE: PINCO FREEZER FLOOR REPAIR

Background: Upon PINCO Executive Committee’s review of two proposals with different approaches in addressing floor deterioration of the main traffic lanes of the freezer, Lead Agency is scheduling a Request for Quote with scope specific to repair of impacted area only. Public solicitation(s) will be issued in Los Angeles and Kern Counties. Lead Agency will work with Futures Sub-committee in assessing responses and update PINCO Member Districts throughout the process; Lead Agency projects to provide Futures Sub-committee’s assessment and recommendation for approval in budgeting and establishing project timelines the week of July 3, 2017.

INFORMATION ONLY

6. 2017-2018 PINCO SUB-COMMITTEE REPORT:

Background: Incoming PINCO 1st Vice President to provide update on Sub-committee sign-up’s and selection of Lead/Co-Lead positions. Update to include posting of Sub-committee communications and scheduling of Sub-committee meetings on PINCO website.

INFORMATION ONLY

7. WAREHOUSE INSPECTION

Background: This is the first of regular inspection walk-throughs of the Service Center conducted by PINCO Staff and Member Districts. Inspections will be conducted at scheduled PINCO meetings and following the established checklist. Checklist is broken into four sections with one covered by each PINCO Region. Findings to be reported at Advisory Committee meeting with follow-up as determined.

Region One- Dry Storage & Loading Dock
Region Three- Lounge & Restrooms

Region Two-Office Area/Conference Room/Grounds
Region Four- Cold Space Storage

INFORMATION ONLY

8. REPORT: LEAD AGENCY SELF-EVALUATION

Background: Lead Agency to present assessment in performance of duties adhering to PINCO's J.P.A and expectations in services provided to PINCO Member Districts.

INFORMATION ONLY

9. REPORT: PINCO SUB-COMMITTEES

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

10. REPORTS/COMMENTS FROM ADVISORY COMMITTEE MEMBERS & LEAD AGENCY

11. UPCOMING MEETING DATES:

2017-2018

PINCO Executive Committee

September 14, 2017	PINCO Administrative Offices, Lancaster	General Business
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		

2017-2018

PINCO Advisory Committee

September 21, 2017	PINCO Service Center, Bakersfield	General Business
October 19, 2017	PINCO Service Center, Bakersfield	General Business/Agreement Re-cap
December 6, 2017	Antelope Valley Fairgrounds, Lancaster	Pre-Show Meeting/Industry Reception

December 7, 2017 PINCO FOOD SHOW, AV Fairgrounds

December 14, 2017	PINCO Service Center, Bakersfield	Food Show Re-Cap Pre-Planner Meeting
January 18, 2018	PINCO Service Center, Bakersfield	Mid-Year Vendor Review/RFP
March 15, 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

12. ADJOURN:

MOTION: _____ **SECONDED:** _____

**PINCO ADVISORY COMMITTEE MEETING
 PINCO SERVICE CENTER
 JUNE 15, 2017
 SIGN IN SHEET**

MEMBER DISTRICT	REPRESENTATIVE
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD	Joe Cook
ARVIN USD	
BAKERSFIELD CITY SD	Brenda Robinson Jeanelle Cavalman
BARSTOW USD	
BEARDLSEY SD	Rhema
BIG PINE SD	
BISHOP UESD	
DELANO ELEM SD	Susan Foster
DELANO HS DISTRICT	
EARLIMART SD	
EASTSIDE USD	Amelia King
EDISON SD	Don C. King
EL TEJON USD	
FAIRFAX SD	
GREENFIELD USD	
KEPPEL USD	
KERN COUNTY SUPT	Jim Horn
KERNVILLE USD	W. Kull
LAMONT SD	
LANCASTER SD	
LONE PINE SD	
LOST HILLS SD	E. R.
MC FARLAND SD	
MOJAVE SD	
NORRIS SD	Karen Beethard
PALMDALE SD	
PANAMA-BUENA VISTA SD	H. Chandra
RICHLAND SD	
SOUTH FORK USD	
STANDARD SD	
TAFT CITY SD	
TEHACHAPI USD	
VINELAND SD	
WASCO ELEM SD	
WASCO UHSD	
WESTSIDE USD	Theresa
WILLIAM S. HART UHSD	
WILSONA SD	

Pinco Sub-Committees 2017-2018

Bid Committee
Nancy Hemstreet- WUSD
Belinda Ross- LANCSD
Deby Candelaria- LANCSD
Audrey Cabrera- WILSONA
Jacque Speidel- AVUHSD

Food Show Committee
Nancy Hemstreet- WUSD
Belinda Ross- LANCSD
Johna Avila- PSD
Audrey Cabrera- WILSONA
Jacque Speidel- AVUHSD
Deby Candelaria- LANCSD
Cathy Traugott- PSD

Futures
Todd Cherland- PSD
Jeanette Caselman-BCSD
Anne Lerma- BEARDSLEY
Marilou Onaindia-PBVUSD
Jennifer Davis- PBVUSD
Nancy Hemstreet- WUSD

Sunshine
Cathy Traugott- PSD
Jacque Speidel- AVUHSD
Melany Lucia- LONE PINE
Anita Molino- EUSD

J.P.A/ Policy Committee
Anne Lerma- BEARDSLEY
Marilou Onaindia-PBVUSD
Todd Cherland-PSD
Leticia Johnson-GFUSD
Jennifer Davis- PBVUSD

Commodity Committee
Randy Rico- LOST HILLS
Lori Fawkes- PSD
Johna Avila- PSD
Audrey Cabrera-WILSONA
Belinda Ross- LANCSD
Deby Candelaria- LANCSD
John Chavolla- DEUSD
Jacque Speidel AVUHSD
Nancy Hemstreet- WUSD

*Lead Agency/PINCO Staff participates with all Committee(s) as dictated.



**PARTNERS IN NUTRITION COOPERATIVE
EXECUTIVE COMMITTEE 2017-2018**

Chairman: Joe Cook, Antelope Valley Union High School District
 1st Vice President: Brenda Robinson, Bakersfield City School District
 2nd Vice President: Marilou Onaindia, Panama Buena Vista Union School District
 Secretary: Tracey Dougherty, Standard School District
 Region 1 Rep: Randy Rico, Lost Hills Union School District
 Region 2 Rep: Dee Abbema, Arvin Union School District
 Region 3 Rep: Anita Molino, Eastside Union School District
 Region 4 Rep: John Chavolla, Delano Union Elementary School District

PINCO REGIONS

<p>REGION 1 <u>Rep: Randy Rico, Lost Hills Union School District</u> <u>Alt: Audrey Cabrera, Wilsona 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 Wasco Elementary School District Wasco Union High School District Wilsona School District</p>	<p>REGION 2 <u>Rep: Dee Abbema, Arvin Union School District</u> <u>Alt: Jacque Speidel, Antelope Valley UHSD</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>REGION 3 <u>Rep: Anita Molino, Eastside Union School District</u> <u>Alt: Belinda Ross, Lancaster 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: John Chavolla, Delano Union ESD</u> <u>Alt: Barbara Herrera, Edison 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>
<p>REGION 5 – INACTIVE</p>	<p>REGION 6 – INACTIVE</p>

PINCO WAREHOUSE

Area Checklist

REVIEWER INFORMATION

Exec Member:

Date: June 15, 2017

Region: All Regions; Group Walk-Through

Scribe: Joe Cook

OFFICE AREA / CONFERENCE ROOM / GROUNDS

X Temp/Sweep Logs

X Processed Food Registration Cert

X No trip hazards

X Pest Control records

X Area around building clear

X Office free of clutter

X USDA inspection logs

Grounds free of hazards

X Equipment in working order

X State inspection logs

COMMENTS:

- PINCO to contact R&R General & City regarding deteriorating driveway.
- Office furniture needing replacement.
- Office Carpet req. replacement; hard, smooth surface.
- Forklift: Light/Tire replacement from June P.M.

COLD SPACE STORAGE

X Floors clean

X No ice build up

X No trip hazards

X Product stacked neatly

X Clear lines of sight

X Equipment in working order

X Refrig. coils clean

X Space between product

COMMENTS:

- Cond. Line Service (Jul. P.M.)
- Curtain Panels Repl. 6/21
- Fans Service (Jul. P.M.)
- Man. Door Seal: Cont. Tech for Quote
- Cooler Door Seal; Rep. 6/22
- Small Gap on Frz Door (Jul. P.M.)

LOUNGE & RESTROOMS

X Appliances clean

Floors clean

TP stocked

X Toilets disinfected

Paper towels present

Equipment in working order

COMMENTS

DRY STORAGE & LOADING DOCKS

X Floors clean

X Clear lines of sight

X No trip hazards

X Product stacked neatly

X Space between product

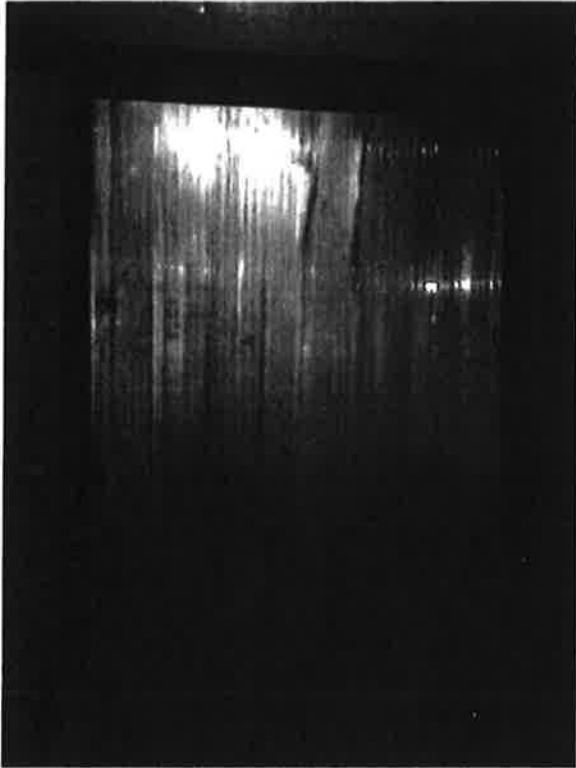
X Equipment in working order

COMMENTS:

- Leaning Pallet- corrected immediately.
- Q re: damaged/expired foods- All product inventoried, disposed of properly at year-end (June).
- Skylights- Cleaned /Serviced 6/22
- Roll-Doors; Cont. R&R re repair est.

P.M.- Preventive Maintenance

PHOTOS FROM JUNE 15, 2017 PINCO FACILITY INSPECTION



Ice Curtain Panel Replaced



Inside Unit

PHOTOS FROM JUNE 15, 2017 PINCO FACILITY INSPECTION



Skylights Serviced (scheduled summer maintenance)

PHOTOS FROM JUNE 15, 2017 PINCO FACILITY INSPECTION



Seal/Handle Adjusted on Manual Door to Freezer



Adjustment made on Cooler (P.M. Service)

**2016 - 2017
PINCO SELF-ASSESSMENT**

EPDS- End Product Data Sheet
 JPA- Joint Powers Agreement
 LA- Lead Agency
 LACOE- LA County Office of Education

RA- Receiving Agency
 RD- Registered Dietician
 TJS- Total Lunches Serve

SOP- Standard Operating Procedure
 RFP- Request for Proposal
 AVUHSD - Antelope Valley Union High School District

	Meets Standards	Below Standards	Comment
Accounting			
Budget Approval	X		PINCO's current Operating Budget approved by PINCO Advisory, AVUHSD and LACOE.
Overage Approval 10%	X		No issues identified.
Marketing Fund Maintenance	X		Purchase of Forklift through fund; Advisory determined new cap/spend plan in 2016-2017.
Independent Audit Distribution	X		Information posted on PINCO website; detailed information available upon request.
Twice Yearly Fiscal & Inventory Report	X		LA and PINCO Staff follow all SOP in scheduled financial reporting.
General Fund Maintenance	X		Positive cash flow reported at each Interim.
Establish Fund Balances per District	X		All Member Districts working within JPA maintaining 2.5 month operating fund balance.
Limit Purchases Per Fund Balance	X		LA adheres to JPA Policy regarding fund balance and Member District spending.
Maintain 30 day Invoice Payment	X		No issues identified.
Purchase Orders	X		PINCO Staff follow SOP ensuring Member District receipt of product as purchased/desired.
Vendor Discounts	X		\$35,558.03 discounted in 2016-2017 through early payment discount agreement with vendor(s).
Document Maintenance	X		All documents filed per USDA, Ed. Code and Industry practice.
Bids/Contractors			
Write Specs	X		PINCO RFP/RFQ solicitations adhere to guidelines and are competitive in nature.
Prepare Bids	X		LA and PINCO Buyer worked with Bid Sub-committee to establish new RFP format in 2016-2017.
Provide Accurate Usage Figures	X		Usage figures contained in bids accurately reflected Member District purchases.
Award Bids	X		RFP's awarded on revised Best Value Scoring matrix and new vendor questionnaire.
Spec Sheets	X		RFP's contained product information & specs tied usage and/or data provided by vendor(s).
Nutritional Review by RD	X		Provide Members with updated specs and EPDS for all awarded PINCO/SYSCO items.
Pinco Food Show	X		Great guest and vendor feedback; FS Sub-committee did an awesome job with entire event!
Comply with Federal & State Regulations	X		LA & Bid Sub-committee updated scoring/award process with new guidelines.
Commodities			
Executed Assignments of Fair Shares	X		Maintained accurate reporting of USDA Foods based on Member's TLS contribution.
Eligible to Receive	X		Compliant with all USDA guidelines for Receiving Agencies.
Ordering, Receiving, Storing and Distribution	X		PINCO Staff follow SOP's with product at "All-Points" until product reaches its destination.
Report Losses	X		LA & Staff facilitate/follow up on product issues to ensure corrective action/credit with vendor.
District Assignment Termination			Barstow Unified School District on schedule for withdrawal June 30, 2017.

Tracking USDA/Purchased Foods	X		PINCO Staff provide Members with regular updates & tracking of all foods allocated/purchased.
Manage Member Districts Usage	X		Sweep Policy under review with PINCO Executive & Advisory Committees; PINCO Staff following Policy.
Inventory Maintenance	X		PINCO Staff update, maintain and post Member balances upon receipt and delivery.
Comply with Federal & State Regulations	X		In full compliance with receiving and storage guidelines pursuant to USDA Foods.
Communication/Meetings			
Schedule Meetings	X		LA adheres to PINCO calendar and schedules Special Session meetings as required.
Minute Distribution 10 Day	X		LA working with Executive Committee in new process of Minute review/submission.
Minute Format	X		No issues identified by Members or AVUHSD.
Trainings		X	Good Parlim. Training in Oct./Member District trainings needed in effective use of USDA Foods.
Roberts Rules of Order		X	LA recommends assigning Parliamentarian at meetings to ensure efficiencies/professionalism.
Quorum	X		LA & PINCO worked w/legal counsel in drafting J.P.A. amendment to adjust quorum in December.
Agenda Items	X		Member Districts and PINCO Staff able to include items for meeting Agenda(s).
Vote Approvals	X		LA archieves Meeting Minutes and E-Vote Ballots at PINCO Administrative Offices.
Timely Notifications	X		Meeting schedules posted on PINCO website; LA announces meetings w/Agenda posting.
Liaison w/CDE	X		PINCO Staff provide active comm./support on USDA Foods and Industry updates with Members.
District Management			
Annual Accounting Revolving Fund	X		LA & PINCO Staff work cooperatively/professionally with LACOE and Auditor.
Voting/Alternative Representation	X		All Member District voting rights are current; 1 District awaiting approval on new appointment.
Monitor District Adherence to JPA	X		No issues.
Mediation of Disputes w/Bidders	X		No issue or challenge to solicitation and/or award processes.
Manage Withdrawal Process			Barstow on schedule for withdrawal June 30, 2017.
Time Management (Pinco & AVUHSD)	X		Chairman balances time accordingly honoring all PINCO responsibilities and obligations.
New Member Evaluations	X		PINCO Staff provided orientation to six new Directors joining PINCO; follow-up as necessary.
District Accountability	X		No issues.
Warehouse Management			
Supervision	X		PINCO Staff actively supervised and supported by LA and Warehouse Manager.
Hiring	X		PINCO Staff recruitment follows all AVUHSD Policy.
Overtime/Extra Time	X		Warehouse Manager assesses needs and authorizes time appropriately.
Salary Transparency	X		All budgeted information provided as requested.
Training	X		LA to establish USDA Professional Standards hours/training guidelines in 2017-2018.
Evaluate Employees	X		PINCO Staff evaluated per AVUHSD Policy.
Commodity Management	X		LA and PINCO Staff excel in USDA Foods compliance and management.
Inventory	X		No issues in management/accounting of inventory(ies).
Record Keeping/Internal Controls	X		PINCO instituted regular Warehouse/Facility inspections to be conducted by Members & PINCO Staff.

PINCO: 2016-2017 PERFORMANCE SUMMARY

The Lead Agency and PINCO Staff take pride supporting its Members in their effort to feed children nutritious meals in maximizing their use of USDA Foods. Each year, the Lead Agency summarizes the accomplishments PINCO Staff and Member Districts made over the course the given year. We appreciate the PINCO self-assessment form; it provides the reader with a straight "yes/no" on job performance and what we would like to think as meeting and exceeding Member District expectations. In addition, I would like to submit a few thoughts and examples of how we work together in meeting our collective mission.

It was a bumpy end to the 2015-2016 year with PINCO's USDA Foods schedule with the Gold Kist recall. PINCO Staff worked hard over the summer and beginning of 2016-2017 with USDA/CDE and two USDA processors involving 100K's of raw and finished product to make sure pounds were tracked accurately. In addition to handling the "numbers," we developed and forged a successful mid-year agreement with Tyson Foods limiting the potential damage to what could have had a significant impact to Member District's bottom line and participation.

PINCO Staff appreciated the effort PINCO's Commodity Sub-committee put forward in review of the Internal Sweep Policy this year. The Lead Agency hopes the Sub-committee's recommendation to increase usage percentage and increased communications will avoid the risk of any sweep in the future. It's also great to see Advisory's support in having more Member-to-Member trainings of best practices in purchasing/usage. It's a shame that even one of three potential sweeps occurred this year by CDE. That said, I am confident in PINCO's response to the situation and look forward to Executive & Advisory Committee revision of the Policy to emphasize greater (more effective use) of USDA Foods at processor.

2016-2017 was a transformative year for PINCO in its solicitation process. PINCO incorporated USDA/CDE's new procurement guidelines into four USDA and one Purchased product RFP solicitations moving away from PINCO's IFB process. The Bid Sub-committee provided great support and input helping PINCO establish solid agreements involving key USDA Foods with exceptional pricing and terms. These agreements, including the multi-million dollar Broad-Line were executed with great efficiency. There were no formal challenges to the format, language, scoring or vetting in any of the agreements or extensions in this process by vendors or governing agencies.

CDE's increased rigor in its Administrative Review process brought fresh focus to the Warehouse this year. During an inspection this year, CDE identified findings against one Member District; the Lead Agency and PINCO Staff own the findings under its immediate control and is committed to working with PINCO Member Districts in addressing issues involving renovation and/or major repairs. PINCO worked with the Member District and addressed all correctable issues and minor repairs. Institution of regular Member/Staff inspections is a great thing. The inspections give us a great opportunity to be in front of any issue that effects PINCO's ability to serve its Members. Jim and I have committed to implement professional development and training similar to Member District's requirements, which will further enhance our efficiency and services provided.

2017-2018 will be a great year for PINCO: We have variety of products added to next year's Buying Guide from new and established vendors. PINCO's multi-tracking of bird this year will be a great learning experience for all of us with the hope of more options with Chicken and Turkey.

I appreciate the participation in Sub-committees. The level of communication in Sub-committee meetings and discussions brought forward to Executive and Advisory Committees helped everyone gain better understanding of the issues and opportunities we face as a Cooperative. I look forward to another successful year working together managing foods and making great meals!



**ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT
FOOD SERVICES/PINCO**

To: Jeff Foster

From: Joe Cook, Director, Food Services

Date: May 19, 2017

Re: Accomplishments of Goals - PINCO in 2016-2017

Partners In Nutrition Cooperative-

The following are goals generated from Member Districts and PINCO Staff over the past year along with outcomes (in blue):

- More than a “Name”- In an effort to increase competitiveness/efficiencies in PINCO’s Bid and Award process with vendors, the Lead Agency will work with Member District to determine use of the Request For Proposal format (RFP) to replace Invitation For Bid (IFB). Timing is perfect for this review in that PINCO has seven key commodity processing and service solicitations scheduled for 2017-2018.

PINCO transitioned well into the Request for Proposal process with our 2017-2018 solicitations. We opened four RFP’s for commodity processing involving USDA Foods and a Purchased Item RFP for complimentary items to be managed/serviced through PINCO’s Warehouse. Additionally, PINCO solicited proposals on broad-line services on behalf of Member Districts. PINCO’s Bid Sub-committee did an outstanding job helping to reformat language and scoring matrixes. PINCO truly benefitted from negotiations in this year’s process and landed great agreements for Member Districts. As important as the competitive energy created by PINCO’s purchasing power is how we honor good business practices with respect to procurement protocol. Not everyone involved in the solicitation process is awarded an agreement with PINCO but the one thing everyone can say is PINCO does it the “right way” when it comes to open competition... six categories, thirty four vendors; no challenges to award(s) or process.

- Parliamentary Procedures- In an effort to improve professionalism and productivity between the Lead Agency and Member Districts, PINCO has acquired the services of a Registered Parliamentarian to provide consultation in Agenda preparation and Meeting protocol. Our first workshop is scheduled for October. PINCO will assess the option of adding a Parliamentarian from the Advisory ranks to serve on PINCO’s Executive Committee in 2016-2017.

PINCO’s Parliamentary Procedure/Meeting workshop was well attended and appreciated by all. Our presenter did a great job of tailoring the information/discussion to PINCO’s practice of open meeting policies; we have adjusted Agenda items and procedures for approving Minutes in 2016-2017. PINCO has also drafted a proposal amending the Joint Powers Agreement to reduce quorum

minimums (business efficiencies) scheduled for Member District approval in December, 2017 prior to PINCO's annual Food Show.

- Facility Renovations- Lead Agency will work with Advisory Committee members to identify improvements in office and conference room space at PINCO's Service Center in Bakersfield. It is our goal to create a more productive and comfortable work environment for PINCO Staff in addition to bringing our conference room into the 21st Century with A/V and wireless technology. The goal is to have these improvements paid for through profits earned from the 2016 PINCO Food Show.

Unfortunately pressing facility issues involving food storage has delayed moving forward with plans for the office and conference room but PINCO's Futures Sub-committee did a great job of focusing Member's attention on priority opportunities.

PINCO's Futures Sub-committee developed a Warehouse inspection check-list procedure which was approved at PINCO's April Advisory Committee Meeting. Inspections will be conducted in four groups prior to each Advisory Committee Meeting "by Region" along with PINCO Staff. We will assess/prioritize with PINCO Member Districts as needed for maintenance and improvement projects. PINCO has also reinstated rolling-over unspent equipment funds for future projects with an established cap and has begun dialog on developing a Deferred Maintenance fund.