



**PINCO ADVISORY COMMITTEE MEETING
THURSDAY, MARCH 18, 2021
10:00 AM
PINCO SERVICE CENTER
3019 16TH STREET
BAKERSFIELD, CA 93301**

Pursuant to the Governor's recent provisional guidance regarding open meeting policies in conducting public business, and California Government Code § 54953(b) and notwithstanding any other provision of law, the legislative body of a local agency has provided teleconferencing for the benefit of the public and the legislative body of a local agency in order to meet, discuss and act in the best interests of the Partners in Nutrition Co-Operative under its Joint Powers Agreement. PINCO has established teleconferencing access for this special session PINCO Advisory Committee meeting. PINCO Member District Representatives and members of the public are encouraged to participate through the following number:

Meeting ID meet.google.com/eem-hime-vsq Phone Numbers (US) [+1 470-485-9746](tel:+14704859746) PIN: 894 879 852#

- 1. SIGN-IN: 10:11**
- 2. ADOPTION OF AGENDA**

Adoption of the March 18, 2021 Advisory Committee Meeting Agenda as presented.

**MOTION: STANDARD SECONDED: BAKERSFIELD VOTE: YES 16 NO _____
LEAD AGENCY WOULD LIKE TO ADD AGENDA ADDENDUM TO #5**

- 3. ADOPTION: ADVISORY COMMITTEE MEETING MINUTES OF FEBRUARY 18, 2021**

Adoption of the Advisory Committee Meeting Minutes of February 18, 2021 as presented.

MOTION: BAKERSFIELD_ SECONDED: STANDARD VOTE: YES 16 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.

INSERT ADDEMNDDUM AS ACTION ITEM HERE #5 AND RENUMBER ACCORDINGLY

MOTION: KERNVILLE SECONDED: WESTSIDE VOTE: YES 16 ** SEE NEW MOTION NO

Yvonne has been working remotely due to medical reasons since January 28, 2021. Lead Agency found that there is a need to pull back on remote work for this position. Financial Statements and Deposits are currently running behind. No one is able to understand the outdated software that Yvonne has been working with. Futures committee is going to take a look and see if there is a better system out there. There is a need to fill this position with staff that is able to work in person temporarily. However, in the meantime, the position needs to be covered. Recommending a 11-month position at this time to help with closing books etc.

Q: CAN DISTRICTS GET A CASH BALANCE ESTIMATE SO THAT THEY CAN PAY INVOICES.

A: YES. CHECKS ARE STILL BEING HELD AND NOT DEPOSITED YET, THEY HAVE NOT BEEN ENTERED INTO MEMBER DISTRICT ACCOUNTS. THIS WILL BE THE FIRST THING DONE SO THAT JAN AND FEB STATEMENTS CAN GO OUT RECONCILED IN THE HOPES THAT ALL DEPOSITS HAVE BEEN ENTERED AND BOOKED.

DISTRICTS THAT HAVE BEEN IN GOOD STANDING ON A REGULAR BASIS WILL NOT BE PENALIZED FOR FALLING UNDER THE 2.5-MONTH BALANCE, AS IT IS OUT OF THEIR CONTROL CURRENTLY. OVERALL FUND BALANCE IS ABOVE THE 2.5-MONTH FUND BALANCE AT LACOE CURRENTLY. MEMBER DISTRICTS WITH CHECKS THAT HAVE NOT BEEN CASHED WILL BE NOTIFIED THIS AFTERNOON. THEY WILL ORIENTATE THE TEMPORARY HELP IN THE PROCESSES AND MAKE SURE THAT THEY ARE SUPPORTED BY PINCO. IT IS IMPORTANT FOR US TO TAKE A LOOK AT STAFFING. LEAD AGENCY WILL ADVOCATE FOR ADDITIONAL STAFFING SO THAT WE HAVE A STRONGER MEANS OF ACCOUNTABILITY. STATEMENTS SHOULD BE OUT IN THE NEXT 5-7 BUSINESS DAYS. IF NEEDED JOE IS WILLING TO MEET WITH ANY DISTRICTS BUSINESS SERVICES DEPARTMENT AND DIRECTOR. PLEASE EMAIL JOE WITH AS MUCH DETAIL AS POSSIBLE IN REGARD TO WHAT YOU NEED, HE WILL RESPOND AS TIMELY AS POSSIBLE.

MOTION BY KERNVILLE TO ALLOW LEAD AGENCY TO RECRUIT TEMPORARY STAFFING FOR PINCO ACCOUNTING POSITION AND DEFER THE OTHER 3.5 HOUR POSITION TO EXECUTIVE COMMITTEE. SECOND BY ALISAL YES 16 NO 0

6. ACTION: EXECUTIVE COMMITTEE MEETING SCHEDULE CHANGE WITH ADDITIONAL ADVISORY COMMITTEE MEETING PROPOSED

Background: In order to provide the Bid Sub-committee the time needed to properly assess the responses to PINCO's 2021-2022 RFPs, the Lead Agency is recommending PINCO's Advisory Committee consider the following meeting schedule adjustment and additional Advisory Committee meeting (new dates bold-italicized):

- ***Move the Executive Committee meeting from April 1st to April 8th***
- March 22nd: Bid Sub-committee meeting to review responses, pricing/terms and determine what categories require sampling(s) (Samples to be requested & sent to Districts signed up for cuttings; one LA, one Kern District).
- Week of March 29th: Sampling and submit scoring to Lead Agency
- April 6th: Schedule Bid Sub-committee meeting to determine recommendations*.
- ***April 8th: Executive and Advisory Committee meetings to review and approve the Bid Sub-committee's recommendations for RFP Awards and Extensions.***
- April 15th: Advisory Committee meeting to select products for 2021-2022 Buying Guide (already scheduled).
- May 26th: AVUHSD Board Meeting to award vendors.

MOTION: WESTSIDE SECONDED: BAKERSFIELD CITY VOTE: YES 15 NO 0 (1 DISTRICT SIGNED OFF)

7. REPORT: 2021-2022 RFP UPDATE

Background: Bid Sub-committee to report on PINCO's 2021-2022 RFP opening and vetting timeline.

CONTACTING VENDORS GETTING CONTACT LISTS, MEETING MONDAY THEN WILL DECIDE WHO TO GET SAMPLES FROM WILL SAMPLE AND THEN BRING BACK TO ADVISORY. KERNVILLE, AVUHSD, AND PANAMA MAY HAVE STUDENTS THAT THEY CAN DUE SAMPLING WITH. BID OPENING WAS VIRTUAL THERE WERE 30? VENDORS PRESENT. THAT WAS NICE TO SEE SO MUCH PARTICIPATION. THANK YOU TO NANCY AND ASHLEY FOR THEIR ASSISTANCE WITH THE BID OPENING. SYSCO EXTENTION MAY HAVE TO BE DELAYED ONE MEETING DEPENDING ON IF THEY ARE ABLE TO GET BACK TO US BEFORE NEXT MEETING.

INFORMATION ONLY

8. REPORT: DOD BONUS ENTITLEMENT

On March 8, 2021, CDE processed PINCO's request for \$3,000,000.00 of unspent DOD monies for the remainder of the 2020-2021 school year. This DOD entitlement has been allocated into the FFAVORS account of each PINCO Member District based on TLS being used by CDE.

Any unspent monies as of May 1st will be swept into and statewide excess bank that PINCO Member Districts and other DOD sponsors can draw-down on until all monies are gone; this process typically begins May 15th and lasts between three-four weeks.

In addition to helping save money on fresh produce expenses, Member Districts have been sharing success stories about using DOD as an incentive to increase SSO participation.

Notwithstanding all the recent DOD spending, there may be Member Districts unable to spent-down their DOD allocation. If you are interested in trading your DOD entitlement, please do the following:

1. Post the amount of DOD you are interested in trading for and include the USDA Foods and/processor you are looking for.
2. Set a timeline for the trade with an end-date.
3. Collect the signed interagency exchange form(s) from the Member District(s) you are trading with.
4. Submit the completed forms to the Lead Agency and Service Center for processing.

The transfer of DOD funds takes between 24-72 hours to process where monies are exchanged in FFAVORS.

INFORMATION ONLY

8. REPORT: FOOD DISTRIBUTION PROGRAM ADVISORY COMMITTEE MEETING OF FEBRUARY 25, 2021

Background: On February 25, 2021, the Food Distribution Program Advisory Committee met to discuss of impact of 2019-2020 carryover sweeps and the cancellation of USDA Foods scheduled commodities at-processor for Agencies and Co-Operatives throughout the state. While the sweeps that occurred from November, 2020 through January, 2021 could not be avoided, PINCO has been able to secure transfers from CDE and Processors for Member Districts through the state excess bank, interstate transfer and over-yield accounts to ensure pricing and terms under its agreements. Per J.P.A. language all transfers are allocated on a fair-share basis.

Also discussed was the question of Agencies and Co-Operative negative balances at-processor as a result of impacted inventories at-processor and subsequent cancelled orders by CDE. FDP is allocating the state's remaining 2020-2021 entitlement funds to processors and performing interstate processor transfers to ensure California's Agencies and Co-Operatives do not end the current year or begin 2021-2022 with a negative balance. The one positive element in the equation is the amount of surplus inventory at the Processor. This makes it easier for FDP, in working with other states to move entitlement wherever usage is taking place to keep USDA food processing fluid at the processor(s).

Industry has historically front-loaded Agencies and Co-Operatives as long as there is commodities on-schedule and in the upcoming year, Processors have assured FDP that there will be surplus 2020-2021 inventories available for use at the beginning of 2021-2022. There hasn't been any decision on how any of this inventoried commodity already at the processor would be handled, as "bonus" or FMV against 2021-2022 scheduled entitlement but regardless FDP is using it to ensure everyone has pounds available for opening orders. There will be updates in the spring on this topic.

As of this meeting, the Service Center will have provided Member Districts with updated processor balances. Updated balances reflect all sweep and transfer activity as previously mentioned; currently PINCO is not at-risk at any processor with a negative balance.

PINCO will continue to update Member Districts as transfers and allocations occur with USDA entitlement at the processor as well as DOD.

INFORMATION ONLY

9. REPORT: ASSESSMENT OF PINCO SOFTWARE AND TECHNOLOGY NEEDS

Background: PINCO has been working on multiple software platforms in order to track and manage the following areas:

- Inventories; Local, Outside Storage and at Processor(s)
- USDA Commodity Balances
- Purchase Order Processing
- Transfer/Exchange Processing

- Financial and Budget Reporting
- Billing and Invoicing Processing

- Website Host Services

The Lead Agency and PINCO Staff have met with three software providers over the past eighteen months to discuss options in gathering these processes within a single, cloud-based program served by a responsive host company. The Futures Sub-committee met on March 12, 2021 to discuss PINCO's needs. The Sub-committee will develop a list of technology priorities that affect and impact Staff and Membership and from there be able to solicit software and services based on needs-expense. The Lead Agency, PINCO Staff and Sub-committee members will contact vendors and report to PINCO's Executive and Advisory Committee Members.

INFORMATION ONLY

~~10. REPORT: 2021-2022 RFP UPDATE~~

~~Background: Lead Agency to report out on PINCO 2021-2022 RFP activities and communications ahead of the March 9, 2021 Public Opening.~~

INFORMATION ONLY

10. REPORT: DONATION UPDATE

Voices of our Youth (VOY), an authorized non-profit agency is hosting an event with a planned food giveaway also scheduled for March 27th in Lancaster at Antelope Valley Harley Davidson (attached). Their last event on February 20th was a huge success with several PINCO Districts donated food to the cause.

Please review your District's USDA inventory and let Alex and I know if you would like to donate to the March 27th event. Reply no later than March 22nd so we can make arrangements with VOY.

You will receive a letter of donation and paperwork identifying the donation for your records.

INFORMATION ONLY

~~12. 11. UPDATE: FOOD DISTRIBUTION PROGRAM ADVISORY COMMITTEE REPORT.~~

Background: Lead Agency to report out on FDPAC Meeting held February 25, 2021

INFORMATION ONLY

~~13. 12. UPDATE: PINCO SUB-COMMITTEE REPORTS~~

BID/FOOD SHOW COMMODITY J.P.A./POLICY FUTURES SUNSHINE

INFORMATION ONLY

13. REPORTS FROM ADVISORY COMMITTEE MEMBERS/LEAD AGENCY WELCOME HEATHER @ VINELAND

14. UPCOMING MEETING DATES:

<u>Executive Committee</u>	<u>Advisory Committee</u>
September 3, 2020	September 17, 2020
October 8, 2020	October 22, 2020
November 5, 2020	November 19, 2020
December 17, 2020 (Combined Executive and Advisory Committee)	
January 14, 2021	January 28, 2021
February 4, 2021	February 18, 2021
March 4, 2021	March 18, 2021
April 8, 2021	April 15, 2021
May 6, 2021	May 20, 2021
June 3, 2021	June 17, 2021

15. ADJOURN: MOTION WESTSIDE

**SECONDED KERNVILLE @
11:07**