



SPECIAL SESSION
PINCO EXECUTIVE COMMITTEE MEETING
MAY 16, 2017
10:00AM
PINCO ADMINISTRATIVE OFFICES
44809 BEECH AVENUE
LANCASTER, CA 93534

MINUTES 10:07 AM

1. SIGN-IN:

2. ADOPTION OF AGENDA

Adoption of May 16, 2017 Executive Committee Meeting Agenda.

Request made to remove item #4 from Agenda.

MOTION: GREENFIELD SECONDED: PANAMA BUENA VISTA PASSED

3. 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

[REDACTED]

[REDACTED]

[REDACTED]

5. REVIEW-RECOMMENDATION: 2017-2018 PINCO OPERATING BUDGET

Background: Lead Agency to present the proposed 2017-2018 PINCO operating budget. Revenue and expenses reflect the “in’s and out’s of the Cooperative during the 2016-2017 year and include considerations of increased USDA commodities, needed facility upgrades and the exit of a Member District (Barstow Unified School District, June 30, 2017). Object code 5800 reduced from \$35,000 to \$5,000. Lead Agency will continue to communicate and work with PINCO’s Executive and Advisory Committees in review of revenue and expenses during the year and make adjustments as needed at scheduled interim(s). It is recommended that Executive Committee approve the proposed 2017-2018 PINCO operating budget for approval by PINCO’s Advisory Committee.

MOTION: BAKERSFIELD CITY SECONDED: PANAMA BUENA VISTA PASSED

6. DISCUSSION: STORAGE, ORDERING AND INVENTORY MANAGEMENT

Background: As of May 4, 2017, PINCO's inventory of USDA Foods, commercial and commodity processed items is over 100,000 cases; an increase of over 15% than in past years at the same time. Recent changes in next year's Buying Guide saw commercial items with high Member District inventories be discontinued. Along with this, there are USDA Foods calendared to be removed from the Warehouse at year-end. Adding to this pressure is needed repair work in the main freezer that would normally be scheduled during the summer when inventories are lower with schools turned-down. Lead Agency is asking the Executive and Advisory Committees to convene an ad-hoc Sub-committee and work with PINCO Staff to develop strategies for Member Districts to improve efficiencies in ordering and use of scheduled/purchased foods.

MOTION: To set the second (2nd) Friday of September each year, as the deadline to pull all discontinued purchased items from the Warehouse.

Additionally Bid and Commodity committees to develop inventory management training for Member Districts. Suggested training possibly before dinner at the PINCO Annual Food Show.

MOTION: BAKERSFIELD CITY SECONDED: PALMDALE **PASSED**

7. DISCUSSION: PINCO WEBSITE- ACCESS TO MEETING AGENDA(S)/MINUTES

Background: In order for PINCO to be in compliance with its governing board's Policy on posting of open meetings and **approved Minutes**, the Cooperative needs to provide access of these documents electronically on its website. Lead Agency asks PINCO's Executive to approve and recommend to PINCO's Advisory Committees to authorize PINCO Staff to "unlink" this information on the website making it available to PINCO's stakeholders and the general public by May 31, 2017

MOTION: WESTSIDE SECONDED BAKERSFIELD CITY **PASSED**

8. UPDATE: JPA AMENDMENT- QUORUM REQUIREMENTS

Background: Lead Agency has provided information and material to Member Districts regarding amending JPA language reduce meeting quorum requirements. Lead Agency and PINCO Regional Representatives will remind and encourage Member Districts to attend this important May 18, 2017 Advisory Committee meeting. Expense with Borton Petrini LLC is currently at \$1,500.00 (authorized budget \$3,000.00).

INFORMATION ONLY

9. REPORTS FROM LEAD AGENCY & PINCO SUB-COMMITTEES

NONE

10. REPORTS/COMMENTS FROM EXECUTIVE COMMITTEE MEMBERS

Greenfield's Representative asked about tabled PINCO Code of Conduct being presented as meeting documentation. Chairman stated it was provided as support documentation for item 4, tabled earlier in meeting. Greenfield's Representative reported it had been approved/recommended prior by Executive Committee only requiring approval of Advisory Committee; prompting Chairman to recommend advancing item for reconsideration at next Advisory Committee meeting.

11. UPCOMING MEETING DATES:

May 18, 2017	<u>2016-2017 Advisory Committee</u>	Budget/Calendar
June 15, 2017	PINCO Service Center, Bakersfield	Year-End General Session
	PINCO Service Center, Bakersfield	
June 8, 2017	<u>2016-2017 Executive Committee</u>	Year End Gen. Business
	PINCO Administrative Offices, Lancaster	

12. ADJOURN- MOTION: PALMDALE SECONDED: GREENFIELD

**SPECIAL SESSION
 PINCO EXECUTIVE COMMITTEE MEETING
 PINCO ADMINISTRATIVE OFFICES
 MAY 16, 2017
 SIGN IN SHEET**

MEMBER DISTRICT	REPRESENTATIVE
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD	Joe Cook
ARVIN USD	Joseph Spindel
BAKERSFIELD CITY SD	Brandi Robson
BARSTOW USD	
BEARDLSEY SD	
BIG PINE SD	
BISHOP UESD	
DELANO ELEM SD	
DELANO HS DISTRICT	
EARLIMART SD	
EASTSIDE USD	
EDISON SD	
EL TEJON USD	
FAIRFAX SD	
GREENFIELD USD	
KEPPEL USD	
KERN COUNTY SUPT	
KERNVILLE USD	
LAMONT SD	
LANCASTER SD	
LONE PINE SD	
LOST HILLS SD	
MC FARLAND SD	
MOJAVE SD	
NORRIS SD	
PALMDALE SD	Tom Clark
PANAMA-BUENA VISTA SD	Richard
RICHLAND SD	J. M. Chandra
SOUTH FORK USD	
STANDARD SD	Tracy Dougherty
TAFT CITY SD	
TEHACHAPI USD	
VINELAND SD	
WASCO ELEM SD	
WASCO UHSD	Gale Huffaker
WESTSIDE USD	Wanda
WILLIAM S. HART UHSD	
WILSONA SD	

Partners In Nutrition Cooperative
Pricing Quote - Expires June 30, 2017

Category	Year 1 - Estimated Cost (Implementation year)	Year 2 - Estimated Cost (1st year Live)	Note
Hardware			
Option 1 - XCOE Hosted solution	\$4,000.00	\$12,000.00	Escape's hosting solution. It includes all hardware, software and IT support. Initial payment due at contract signing for prorated amount. Assumes signature in June 2017.
Annual Payments			
Annual Payment - Online 5	\$8,333.00	\$25,000.00	Minimum pricing for Online 5 Purchasing only. Prorated amount due at time of contract signing. After to be invoiced annually every July 1. Assumes signature in June 2017.
Implementation Services			
Escape Project Management & Training	\$10,000.00	n/a	Invoiced monthly - hourly rate of \$250/hour Estimate only. Includes all Escape PM work and training.
Escape Data Technician - Conversion	\$10,000.00	n/a	Estimate only. Time spent translating and importing existing data into Online 5. Please note customer is responsible for exporting data from legacy system and providing to Escape for translation and import.
Escape Travel	\$1,600.00	n/a	Estimate only. Assume 4 days of onsite time for implementation @ \$400/day.
Total	\$33,933.00	\$37,000.00	

Escape Online 5 - WE POWER SCHOOL BUSINESS

Welcome to the most powerful fund accounting and HR/payroll system available to education! An intuitive, comprehensive system designed from the ground up specifically for the unique needs of education. Escape is not just a collection of individual modules. This system was designed as a complete, fully integrated solution, running in an online/real-time environment

Expecting More from Escape Technology

To paraphrase a character in an old TV show, "It's great when a plan comes together!" And that is exactly what happened with Escape's business plan, first put together by the three founders in 1989. At that time we had a collection of individual school business departmental modules, such as purchasing, fixed assets, work orders, etc.

During the 1990s, our plan was to create an integrated finance system, including HR and payroll, while continuing to implement individual modules as needed. Toward the end of that decade we were ready to expand to support County Office of Education functionality. But the dominance of Microsoft Windows required a change of plans. Our system was based on DOS and clearly that was not the way of the future.

In 2001 we set a bold new course, a "fresh start" project, developed from the ground up as a County Office of Education system. We utilized Microsoft's .Net development platform and SQL Server as the database. We partnered with our two COE customers, who had implemented our DOS system for their districts. No shortage of feedback there! We also had a number of other COEs advising us to create the "ultimate COE school business system." We named this system Escape Online 5.

In 2007, we went live at Placer COE and all their districts – the first new county-wide implementation. As of 2015, we have 19 COEs and their districts (over 350 organizations total) live and in production.

And we will continue to work our plan!

When you combine:

- 30+ years of experience writing school business software for all application areas, including feedback from thousands of users at over 375 organizations, including 21 COEs and 9 CCDs.
- Experience with several different Windows development environments.
- A consistent team of people dedicated to writing, implementing and supporting quality software.
- Today's state-of-the-art development, database and reporting platforms.

You have one notable project!

No other company is better suited than Escape Technology to produce this truly revolutionary school business system.

Going Beyond the Usual

We have always been known for our extensive functionality and automation of day-to-day tasks. Escape Online 5 allows us to go beyond anything we have previously accomplished:

- Navigation – quick and easy access to all functionality, that stays in place — always available for your next task. To make navigation consistent and intuitive, Escape Online 5 always places elements in the same place in the work space so users know where they are.
- Data entry is a breeze with quick identification of changed fields, lookup windows, popup calendars, date entry logic and a host of other efficiency tools. Lookup windows display system-defined codes in an easy to use list, eliminating typos and reducing input error. Popup calendars are available for any date field, just like Microsoft Outlook.
- Escape Online 5 groups related records. All the information is right there. Requisition, PO, vendor info and payments — all from one window!
- Complex searches are simple to enter and easy to understand, allowing users to create just-the-right list. No matter what type of record you are searching for, the “look” of the search form is consistent, making searching for various records very straightforward.
- Processes are easy to perform. Escape Online 5 process forms are so simple to use. A few mouse clicks is all it takes.
- Extensive Workflow automation in both Finance and HR areas. Gives you the flexibility to route documents and notifications in a way that makes sense for your organization while streamlining processes.
- Searching results in a list that can be sorted by any column, and every list can be viewed in our DataGrid, and even exported to Excel spreadsheets!
- Real-time editing and list-based management provides you with just enough information to make a decision as to whether or not to open the record.
- Crystal Reports – hundreds of standard reports, with the ability for a COE or district to exclude any of ours and/or include any of theirs. Every report has ad hoc searching and multiple output options. Reports can also dump raw data directly into Excel for pivot tables.

The Ultimate COE System

We have been working with County Offices of Education for many years. Live since 2007, Escape Online 5 is currently in use in 19 counties.

- This experience has enabled us to learn COE business and functionality. And we have experienced first-hand the extra steps involved in setup and maintenance of a system that was designed for single organization use — stretched across an entire county.
- A SQL database, designed from the ground up to support any number of organizations.
- Easy client installation downloaded by user visiting an intranet web page. Thereafter, any client software updates are installed automatically when the user logs in.
- Security includes full encryption between the client and the server, plus ability to use HTTPS and SSL.
- True Windows Server Management Console snap-in for complete system status.
- Scalability for both server processes and databases across multiple servers. Given the proper hardware, it should scale to any foreseeable system within education.
- County-wide reporting and processes are easily accomplished.
- Cascading setup — one setup record can apply across all organizations and users, if desired. Organizational and individual setup records are utilized just for the exceptions.
- Organization level system managers can be assigned to maintain their own setup, users, etc., while any COE level setup is restricted to COE system managers.
- Any aspect of the database can be exported to a data warehouse for offline review and analysis by third-party tools.