



**PINCO EXECUTIVE COMMITTEE MEETING  
SEPTEMBER 1, 2016  
10:00AM  
PINCO ADMINISTRATIVE OFFICES  
44809 BEECH AVENUE  
LANCASTER, CA 93534**

**AGENDA**

**1. SIGN-IN: 10:10 A.M.**

**7 Executive Committee Members Present**

**2. APPROVAL: ADOPTION OF AGENDA**

Recommendation: It is recommended Executive Committee adopt the September 1, 2016 Executive Committee Meeting Agenda as presented.

**MOTION: DELANO ELEMENTARY SECONDED: PANAMA BV PASSED**

**3. APPROVAL: MAY 4, 2016 EXECUTIVE COMMITTEE MEETING MINUTES**

Recommendation: It is recommended Executive Committee approve the Executive Committee Meeting Minutes of May 4, 2016 as presented.

**Greenfield requested this item to be tabled so the Executive Committee could have an opportunity to review the minutes. Greenfield and Panama BV had requested additional comments they had made be added to the minutes.**

**4. APPROVAL: JUNE 16, 2016 EXECUTIVE COMMITTEE MEETING MINUTES**

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

**A correction was noted in item #3 should read “It is recommended that the Executive Committee approve the Executive Committee Meeting Minutes for May 4, 2016 as presented.”**

**MOTION: BARSTOW SECONDED: GREENFIELD PASSED**

**5. 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.

**6. UPDATE: MEMBER DISTRICT SURVEY**

Background: With logistics and service questions added to PINCO’s Member Survey for solicitation services, Lead Agency will disseminate the 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.

**Discussion on methods to increase participation of member districts.**

**INFORMATION ONLY**

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

Background: Servicing Member Districts with FordCo Foods and a valued contributor to PINCO's success since its inception, Melvin Thomas will be retiring September 30, 2016. Melvin has meant so much to everyone at PINCO and those blessed to build relationships with him over the years at the Service Center or at one of the many sites he served. The Lead Agency was able to prioritize recruitment to fill this position before Melvin's end date. PINCO Staff is planning to celebrate Melvin at PINCO's Advisory Committee meeting September 15, 2016; communication forthcoming after Labor Day.

**INFORMATION ONLY**

**8. 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 by Executive and Advisory Committees at its September meetings, PINCO will process the request meeting CDE's timeline for December deliveries.

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

**MOTION: DELANO ELEMENTARY    SECONDED: PANAMA BV    PASSED**

**9. REVIEW: DATE OF FORMAL APPROVAL OF PINCO INTERNAL SWEEP POLICY AND LANGUAGE REVISIONS**

Background: At the August 25, 2016 Commodity Sub-committee meeting there was discussion regarding the tracking of transferred pounds at processor between Member Districts and timeline(s) pursuant to PINCO's Internal Sweep Policy. Additional questions were raised regarding PINCO Advisory Committee's formal approval of revisions made to the Policy from Sub-committee's meeting October 5, 2015; Advisory Committee Minutes from the January 28, 2016 approved March 17, 2016 reflect formal approval of revisions to the Internal Sweep Policy at said meeting. Beyond this issue, there was a concern raised over terminology and defining timeline related responsibility in usage at processor. Presented is revised language taken from dialog at this latest meeting along with a revised Internal Transfer Form reminding Member Districts of adherence to PINCO/USDA guidelines regarding Direct Delivery and USDA Foods at processor.

Recommendation: It is recommended Executive Committee approve revisions made to PINCO Internal Sweep Policy and Internal Transfer Form and recommend to Advisory Committee in formal adoption.

**Barstow requested clarification in the language of the Internal Sweep Policy, Revised Draft January 28, 2016. Section 1. Fourth bullet point should read "Transfers are considered usage by the selling district and as a receipt by the receiving district."**

**The approved revisions will be brought to the Advisory Committee Meeting on September 15, 2016 as a first read.**

**MOTION: GREENFIELD    SECONDED: BARSTOW    PASSED**

**10. REPORTS/COMMENTS FROM EXECUTIVE COMMITTEE MEMBERS**

Committee Memberships will be encouraged at the September 15, 2016 meeting, one revisited option will be the 3-5 year planning committee.

Best Practices training on September 15, 2016  
Brown Act Parliamentarian Training on October 25, 2016

Marilou Onaindia brought up the Lead Agency Evaluation as presented June 16, 2016. The consensus of the Executive Committee members was that their duties required within the JPA of providing an evaluation to the Lead Agency were not complete. Lead agency will present evaluations forms to the Advisory Committee on September 15<sup>th</sup> for discussion.

**11. UPCOMING MEETING DATES:**

**2016-2017 Advisory Committee**

September 15, 2016	PINCO Service Center, Bakersfield	Gen. Business/Best Practice Training
October 25, 2016 (TUE.)	PINCO Service Center, Bakersfield	Agreement Re-cap & 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

**12. ADJOURN:**

**MOTION: DELANO HIGH SECONDED: DELANO ELEMENTARY PASSED**