



PINCO EXECUTIVE COMMITTEE MEETING  
SEPTEMBER 2, 2015  
PINCO SERVICE CENTER  
3019 16 STREET BAKERSFIELD CA. 93301  
10:00AM

MINUTES

1. SIGN IN: START TIME: 10:17 a.m.

2. APPROVAL: ADOPTION OF AGENDA

Recommendation: It is recommended Executive Committee adopt the September 2, 2015 agenda as presented.

MOVED Delano Elem SECONDED Panama BV VOTE: YES X NO \_\_\_\_\_

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: EXECUTIVE COMMITTEE MEETING MINUTES

Recommendation: It is recommended Executive Committee approve the meeting minutes of May 7, 2015 as presented.

MOVED Panama BV SECONDED Westside VOTE: YES X NO \_\_\_\_\_

5. TECHNOLOGY UPDATE:

Following direction from Advisory Committee, PINCO has engaged the services of School Nutrition and Fitness in website support and host services. PINCO’s “new” website has an improved look and is easier to navigate. Proprietary rights remain preventing non-PINCO Members access to Member, USDA-Processor entitlement/commodity or financial information. Cost of set-up and services came in below estimated cost at \$995.00 which includes the first year of host services (\$695.00). The website will be previewed by Executive Committee at this meeting prior open publication.

**INFORMATION ONLY**

**Discussion:** Executive Committee and meeting attendees were pleased with their preview of the new website. Further, Executive Committee acknowledged the need for on-going “local” support in updating data/communications used by members currently being provided by McKnight Consulting. Upon inquiry, PINCO will research options in website support including but not limited to Request for Service announcements and job re-classification. As an interim measure, Executive Committee moved to authorize overtime in place of consultation services until such time Advisory can objectively weigh over options.

Executive Committee will review research of Lead Agency in determining best course of action forward at next Executive Committee meeting.

**Motion:**

Approve extra/overtime duty for PINCO Buyer services, inventory and receiving information, updated on website by Kristi McKnight, not to exceed 17.5 hours.

MOVED: Delano Elem SECONDED Panama BV VOTE: YES X NO \_\_\_\_\_

## 6. BROADLINE AGREEMENT UPDATE:

Since award of Bid #07/15-16, Purchased Items Delivered to Districts, Sysco Foods of Ventura has made significant pricing adjustments per request of Manufacturer/Brokers, Member Districts and Lead Agency. Notwithstanding overall lower pricing and negotiations made on behalf of/in the best interest of its Members, concerns have been raised. Respecting these concerns, PINCO is requiring Sysco Foods of Ventura to revert pricing to its initial response, regardless of usage along with guarantees of product availability/service to all Member Districts throughout the term of the agreement. PINCO is also requesting Sysco provide documentation verifying manufacturer pricing on specified awarded items. Bill Allen from Sysco Foods of Ventura spoke at the Bid Committee meeting held on August 28, 2015. Sysco addressed PINCO concerns, accepted responsibility for any/all errors and reinforced their commitment in honoring this agreement. Forward from this experience, PINCO's Bid Committee will review agreement options and opportunities in future service-based agreements. All recommendations will be presented to Executive and Advisory Committees for full consideration as they develop.

### INFORMATION ONLY

**Joe provided an update of the Bid Committee meeting held Friday, August 28<sup>th</sup>, at the Service Center concerning Bid #07/15-16. Lead Agency sent written communication to Sysco Foods of Ventura listed expectations and terms necessary in order of respecting agreement.**

**On September 17, 2015 Advisory Committee will review Sysco Foods of Ventura response of Lead Agency's communication and determine action forward via motion.**

## 7. PINCO: AREAS OF EMPHASIS IN 2015-2016:

With the 2015-2016 Executive Committee in place, Lead Agency will follow the path of recommendations set forth from the PINCO's outgoing Executive Committee. Lead Agency is requesting First Vice President to coordinate and work with PINCO Sub-committees in the following areas:

Facility Committee –	Prioritize needs in addressing/replacement of equipment Explore increasing storage options Assessment of needs regarding technology infrastructure at Service Center
Bid Committee -	Examine current bid/procurement policies and research approved alternatives (RFQ/RFP)
Commodity Committee -	Review of USDA's FDP in determining most effective use of entitlement monies
J.P.A./Policy Committee –	Establishing reasonable/sustainable expectations between PINCO and Membership

### INFORMATION ONLY

**Lead Agency will work with First Vice President to establish a reporting system for Sub-committees to Executive and Advisory Committees providing continuity with agendas and reporting in all of the committees. There were concerns of the workload of the First Vice President and Sub committees... assignment of Leads of each Sub-committee and delegation of activities is key. Josh will begin contacting Sub-committee members to gauge interest and develop priorities/timelines.**

## 8. CLOSED SESSION:

Review of procedural activities between Member Districts and PINCO Staff.

**Upon recommendation of Lead Agency, Executive Committee will engage members of J.P.A./Policy Sub-committee to review and make recommendations to Executive Committee dealing in matters of interpretation of J.P.A. policy and procedural activities of PINCO Members and Staff as needed.**

## 9. UPCOMING MEETINGS:

### 2015-2016 Advisory Committee

September 17, 2015	PINCO Service Center, Bakersfield	General Business
October 22, 2015	PINCO Service Center, Bakersfield	General Business/Agreement Re-cap
December 9, 2015	Antelope Valley Fairgrounds, Lancaster	Pre-Show Meeting/Industry Reception

### December 10, 2015 PINCO FOOD SHOW, AV Fairgrounds

December 17, 2015	PINCO Service Center, Bakersfield	Food Show Re-Cap Pre-Planner Meeting
January 28, 2016	PINCO Service Center, Bakersfield	2016-2017 Bid Planning
March 17, 2016	PINCO Service Center, Bakersfield	Bid Awards
April 14, 2016	PINCO Service Center, Bakersfield	2016-2017 Buying Guide
May 19, 2016	PINCO Service Center, Bakersfield	Budget/Calendar
June 16, 2016	PINCO Service Center, Bakersfield	Year-End General Session

### 2015-2016 Executive Committee

October 7, 2015	PINCO Administrative Offices, Lancaster	General Business
January 13, 2016	PINCO Administrative Offices, Lancaster	Commodity Update/Bid Prep
March 9, 2016	PINCO Administrative Offices, Lancaster	2016-2017 Bid Re-Cap
April 14, 2016	PINCO Service Center, Bakersfield	General Business
May 4, 2016	PINCO Administrative Offices, Lancaster	General Business, Budget

10. ADJOURN: MOVED Greenfield SD SECONDED Delano SD YES X