

**PINCO ADVISORY COMMITTEE MEETING
SEPTEMBER 20, 2018
10:00AM
PINCO SERVICE CENTER
3019 16TH STREET
BAKERSFIELD. CA 93301**



MINUTES

1. SIGN-IN: Meeting Start: 10:09AM

2. ADOPTION OF AGENDA

Adoption of September 20, 2018 Executive Committee Meeting Agenda as presented.

MOTION: ARVIN SECONDED: WESTSIDE VOTE: YES ___ NO X

SECOND MOTION: Wilsona motioned to have item #5 tabled from Agenda and requested PINCO Executive Committee study proposed procedures further and provide report/recommendation(s) at a future date;

SECONDED: WESTSIDE VOTE: YES X NO ___

3. ADOPTION: ADVISORY COMMITTEE MEETING MINUTES OF JUNE 14, 2018

MOTION: GREENFIELD SECONDED: ARVIN VOTE: YES X 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. TABLED: APPROVAL: PINCO EXECUTIVE OFFICER SUCCESSION PROCEDURES

Background: Current J.P.A. language addresses the succession of Second Vice President to First Vice President but does not outline a succession process to fill vacancies as needed. PINCO’s J.P.A./Policy Sub-committee has provided recommendation(s) of procedural steps for succession in the event of a vacancy. It is recommended PINCO’s Advisory Committee review the proposed recommendation for consideration for formal adoption in PINCO’s J.P.A. amendment vote(s) scheduled for December 5, 2018.

MOTION: _____ SECONDED _____ VOTE: YES ___ NO ___

6. SUCCESSION/ASSIGNMENT: PINCO FIRST VICE PRESIDENT

Background: With the vacancy of PINCO First President, it is recommended PINCO’s Second Vice President assume the position and responsibility of PINCO’s First Vice President per J.P.A. Section 7D Subsection 4(b).

MOTION: WILSONA SECONDED WESTSIDE VOTE: YES X NO ___

7. PINCO MEMBERSHIP UPDATE:

Background: The William S. Hart High School District has forwarded a Board of Education approval in their intention to withdraw from PINCO as specified in J.P.A. language effective June 30, 2019. This decision was made in consideration of the District’s new internal management services agreement; PINCO and Lead Agency will work with William S. Hart ensuring adherence and full value in their membership through the current term.

Additionally, the Rosedale Union Elementary School District has formally requested to suspend their entry into PINCO until the District is in a position to utilize their USDA Foods entitlement. The District cannot participate in/under any PINCO agreement until it assigns its USDA Foods entitlement and assumes the financial and expense responsibilities based on its fair-share upon start-up.

The Taft Union High School District has expressed interest in becoming a Member District in PINCO to commence with its 2019-2020 USDA Foods entitlement. Based on estimated total lunches served (TLS) in the current year, the District would contribute approximately \$63,000.00 of entitlement monies next year and assume an estimated .005% of PINCO's administrative and operational expenses (figures updated from September 13th Executive Committee report). Taft Union High School District will forward a formal request to become a PINCO Member District under J.P.A. guidelines upon assignment of PINCO as the District's USDA Receiving Agency for 2019-2020 prior to December 15, 2018.

INFORMATION ONLY

8. REVIEW/APPROVE: COMMUNICATION-NOTIFICATION TIMELINE TO MEET J.P.A. FINANCIAL OBLIGATIONS

Background: PINCO's J.P.A./Policy Sub-committee met to develop a timeline for communication(s) and notification in situations where a Member District(s) fall under the required 2.5 month operation expense balance and/or honoring payment for on-going administrative, transportation or supply expenses. The Sub-committee determined the following timeline for communication by PINCO staff and Lead Agency in cases of late/nonpayment of PINCO expenses and failure to honor 2.5 month operating balance minimum:

- 45 days (15 days past 30-day deadline) - courtesy e-mail and phone call from PINCO to Director following up on prior month statement and request for payment timeline in writing from Member District.
- 60 days (30 days past 30-day deadline) -courtesy letter from Lead Agency to Director.
- 75 days (30 days past first communication) – formal letter from Lead Agency to Director identifying payment and balance history with second request for payment within 30 days of dated letter.
- 105 days (3.5 months past due/delinquency) – formal letter to Member District Director and superintendent identifying financial deficiencies and possible consequences determined by PINCO Executive Committee per J.P.A. language.

Lead Agency shall notify Executive Committee of Member District(s) receiving a 75-day letter; Region Representatives will offer assistance as determined necessary.

It is recommended PINCO's Advisory Committee review the proposed communication timeline and assign Lead Agency with stated responsibilities within PINCO's procedure manual.

MOTION: DELANO ELEM. SECONDED: KERNVILLE VOTE: YES X NO

9. APPROVAL: TYSON GRILLED CHICKEN PATTY INTO 2018-2019 PINCO BUYING GUIDE

Background: As of July 1, 2018, Tyson had not developed an un-breaded, white/dark commodity processed chicken patty to replace the Advance Pierre patty PINCO had purchased prior to the Tyson/Advance Pierre acquisition. Tyson is now presenting a grilled chicken patty meeting the 2.0 M/MA requirement utilizing white and dark meat chicken with a 60/40 split. Cost for the patty is approximately .30 per serving with entitlement spending. It is recommended PINCO's Advisory Committee approve the Tyson, All Natural Grilled Chicken Patties to the 2018-2019 PINCO Buying Guide.

MOTION: RICHLAND SECONDED: TAFT CITY VOTE: YES X NO

10. UPDATE: ARDELLA'S CARRYOVER/2017-2018

Background: In mid-August, PINCO's of entitlement of 75,001 pounds of USDA Mozzarella (FMV of \$122,184.00) was transferred into CDE's excess account due to an unknown administrative timeline to submit processor-to-processor transfer requests; PINCO was awaiting final balance adjustment(s) from Ardella's unaware of a June 30th deadline to submit the transfer request PINCO had planned to send to Tony Roberts. Upon notification, Lead Agency immediately appealed action and requested remedy equal to loss of entitlement. CDE is in process of transferring entitlement into PINCO's account(s) at the processors listed in the attachment provided. PINCO Buyer will notify Member Districts of allocation(s) once transfers are completed. The reallocation of these pounds "at processor" are treated in the same fashion all USDA carryover is considered with a use/receive by October 31st to avoid processor sweeps.

INFORMATION ONLY

11. APPROVAL: USDA FOODS PURCHASE

Background: At the time of the PINCO Executive Committee meeting held September 13th, it was decided to forward the following recommendation in USDA Food purchase based on the remaining balance of \$287,364.00:

• 1 Truckload Barrel Cheese	Bake Crafters	\$ 67,528.00
• 1 Truckload Shredded Cheddar	Michael B's	\$ 63,552.00
• 2 Truckloads USDA Mozzarella	Tony Roberts	\$131,376.00
• USDA Spaghetti Sauce – Meatless		\$ 17,107.00

	Total	\$279,293.00
	Remaining Entitlement	\$ 8,071.00

On September 14th, CDE notified the Lead Agency of a corrected remaining entitlement balance for 2018-2019 of \$454,000.00. This leaves PINCO with an additional \$166,636.00 of entitlement to spend on direct delivery and/or processor diversion. Attached is a list of additional commodities for PINCO's Advisory Committee to consider in a comprehensive purchase request (including increasing Bake Crafters by one truckload and adding one truckload to Land O' Lakes along with one truckload of frozen cherries). It is recommended PINCO's Advisory Committee review/amend the proposed purchase and direct PINCO to proceed with purchase.

MOTION: BEARDSLEY SECONDED: GREENFIELD VOTE: YES X NO

Beardsley motioned to amend recommended purchase to consider additional diversion(s) and eliminate Spaghetti Sauce. After discussion, the following purchase was approved by majority vote:

• 1 Truckload Barrel Cheese	Bake Crafters	\$135,056.00
• 1 Truckload Shredded Cheddar	Michael B's	\$127,104.00
• 2 Truckloads USDA Mozzarella	Tony Roberts	\$131,376.00

	Total	\$393,536.00
	Remaining Entitlement (from \$454K)	\$ 60,464.00

Lead Agency to process request.

12. SUB-COMMITTEE REPORTS:

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

J.P.A./Policy- Amendment vote scheduled for December 5, 2018 Advisory Committee Meeting

Futures & Bid- Facility visit at Titan Cold Storage for future outside frozen storage option(s)

13. REPORTS FROM ADVISORY COMMITTEE MEMBERS/LEAD AGENCY

Lead Agency awaiting lease extension from R&R General.

Panama Buena Vista and Arvin expressed disappointment in extending storage of discontinued items for only one District unable to comply with established timeline(s). Lead Agency expressed appreciation to all Districts who abided by PINCO procedure and will work more aggressively with PINCO Region Representatives to address issues involving commodity usage and storage.

14. UPCOMING MEETING DATES:

2018-2019 PINCO EXECUTIVE MEETING CALENDAR

October 11, 2018	PINCO Administrative Offices, Lancaster
January 31, 2019	PINCO Service Center, Bakersfield (same-day as Advisory)
March 7, 2019	PINCO Administrative Offices, Lancaster
April 4, 2019	PINCO Administrative Offices, Lancaster
May 9, 2019	PINCO Administrative Offices, Lancaster
June 6, 2019	PINCO Administrative Offices, Lancaster

2018-2019 PINCO ADVISORY MEETING CALENDAR

October 18, 2018	PINCO Service Center, Bakersfield	Pre-Show Vendor Meeting & Open House
December 5, 2018	Oxford Inn, Lancaster	Trade Meeting/Industry Reception

December 6, 2018 PINCO FOOD SHOW, AV Fairgrounds

December 13, 2018	PINCO Service Center, Bakersfield	Food Show Re-Cap Meeting
January 31, 2019	PINCO Service Center, Bakersfield	Vendor Review/RFP Schedule/Pre-Planner
March 14, 2019	PINCO Service Center, Bakersfield	Bid Awards
April 11, 2019	PINCO Service Center, Bakersfield	2019-2020 Buying Guide
May 16, 2019	PINCO Service Center, Bakersfield	Budget/Calendar
June 13, 2019	PINCO Service Center, Bakersfield	Year-End General Business

15. ADJOURN:

MOTION: WESTSIDE **SECONDED:** WILSONA

Meeting Ended: 11:38AM

Report and Recommendation from PINCO's J.P.A./Policy Sub-Committee

Procedure for Succession of Officers of PINCO

In accordance with PINCO J.P.A. Section Seven, Subsection C, this procedure will clarify the election and succession of officers in the event of a vacancy.

Election of Officers:

During an Advisory meeting, each Region will elect a representative and an alternate. The four Regional Representatives separately meet and elect the First V.P, Second V.P, and Secretary. The Regions that fill the officers' positions will move the alternate up to the representative position and vote for a new alternate. In the event the alternate is unable to assume the representative position, the region will elect a new representative.

Succession of Officers:

In the event of a PINCO Executive Committee Officer's vacancy during their elected term, the junior position would ascend to the next vacancy (i.e. Second V.P moves to First V.P and the Secretary would move to the Second V.P.) In the event of any position not being filled by a junior position, the regional representatives and remaining officers shall meet separately and elect the open position. The alternate in the Region that is elected will move up to be the representative of the Region, and an alternate will be elected by the Region. If the alternate cannot fulfill the representative position the process of Election of Officers above will be used. If an Elected Officer moves to a new district that officer position will become vacant and must be filled according to this policy. On the Executive Board, no district is allowed two votes based on VOTING RIGHTS AMENDMENT B. 1

Food Distribution Program

Agencies | Reports
Agencies > Contract > Entitlement >

Programs | Year | Help | Log Out
Program Year: 2018 - 2019

Contract Entitlement - SNP

Agency: **Taft Union High School District**
Vendor Number: 638100

Contract Information

Program Year: 2018 - 2019
Program: SNP

Display Entitlement Cancel

Vendor Number	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
638100	Taft Union High School District	185,040	Approved	N	\$63,367.21	\$0.00	\$63,367.21

PINCO – ARDELLA'S SWEEP WITH CDE "CREDIT" AT ALTERNATE APPROVED PROCESSORS
ALL ENTITLEMENT SUBJECT TO USE (ORDER/RECEIVED) PRIOR TO OCTOBER 31ST CARRYOVER DEADLINE

9/5/2018 Ardella's 100022 Frz Mozz 75,001.22 \$122,184 Excess Returned to Processor

Consultant	Processor	USDA Food Item	Pounds Available	Value
Juliet	Don Lee	100154 Beef Blk Coarse	9,318.23	\$21,601
	Don Lee	100193 Pork Picnic	27,587.41	\$30,674
	Cargill Kitchen	100047 Eggs	83.75	\$34
	Yang's	100113 Chix Chill Lg	No Pounds Available	
Jeanette	Bake Crafters	110242 Amer Cheese	No Pounds Available	
	Tyson/AP	100397 PB	15,952.86	\$15,194
	MCI	110254 Cheddar	3,451.086	\$5,712
	Tony Roberts	100022 Mozzarella	6,019.69	\$9,807
	Schwan's	110244 Mozzarella	3,015.277	\$4,912
	Tyson/AP	100154 Beef	No Pounds Available	
	Tyson	100103 Chix Chill Lg	No Pounds Available	
	Michael B's	100012 Cheddar	Confirming Available Pounds	
	Land O'Lakes	110242 Amer Cheese	13,983.13	\$23,143
	Del Monte	100220 Peaches	No Pounds Available	
Del Monte	100225 Pears	No Pounds Available		
Total value for all excess lbs:				\$95,883

Transferred to Pinco, #1808058
 Transferred to Pinco, #1808056
 Transferred to Pinco, #1808057

PINCO 2018-2019

REMAINING ENTITLEMENT WORKSHEET

Actual Remaining Entitlement:	\$	454,365	(as of 9/14/18)	
110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	\$67,528	BAKE CRAFTERS FOOD COMPANY	
110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	\$67,528	BAKE CRAFTERS FOOD COMPANY	
110242	CHEESE NAT AMER FBD BARREL-500 LB(40800)	\$67,528	LAND O'LAKES INC	
100012	CHEESE CHED RDU FAT YEL SHRED BAG-6/5 LB	\$63,552	MICHAEL B'S FOOD PRODUCTS	
100022	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	\$65,688	TONY ROBERTS	
100022	CHEESE MOZ LM PART SKIM FRZ LVS-8/6 LB	\$65,688	TONY ROBERTS	
110177	SPAGHETTI SAUCE MEATLESS POUCH-6/106 OZ	\$17,107		
100237	CHERRIES FRZ IOF CTN-40 LB	\$30,566		
	REQUESTED PURCHASES TOTAL:	\$445,185		

**PINCO ADVISORY COMMITTEE MEETING
 PINCO SERVICE CENTER
 THURSDAY, SEPTEMBER 20, 2018
 SIGN IN SHEET**

MEMBER DISTRICT	REPRESENTATIVE
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD	
ARVIN USD	<i>Dee Alhama</i>
BAKERSFIELD CITY SD	<i>Dee Alhama</i>
BEARDLSEY SD	<i>Dee Alhama</i>
BIG PINE SD	
BISHOP UESD	
DELANO ELEM SD	
DELANO HS DISTRICT	
EARLIMART SD	
EASTSIDE USD	
EDISON SD	
EL TEJON USD	
FAIRFAX SD	<i>Richard Krangel</i>
GREENFIELD USD	
KEPPEL USD	
KERN COUNTY SUPT	
KERNVILLE USD	
LAMONT SD	
LANCASTER SD	<i>Belinda Ren</i>
LONE PINE SD	
LOST HILLS SD	
MC FARLAND SD	
MOJAVE SD	
NORRIS SD	<i>Karen Buttigieg</i>
PALMDALE SD	<i>Allyson Woods</i>
PANAMA-BUENA VISTA SD	<i>Allyson Woods</i>
RICHLAND SD	<i>Allyson Woods</i>
SOUTH FORK USD	
STANDARD SD	
TAFT CITY SD	
TEHACHAPI USD	
VINELAND SD	
WESTSIDE USD	<i>Nancy H. Stone</i>
WILLIAM S. HART UHSD	
WILSONA SD	

