



**PINCO EXECUTIVE COMMITTEE MEETING  
OCTOBER 12, 2016  
10:00AM  
PINCO ADMINISTRATIVE OFFICES  
44809 BEECH AVENUE  
LANCASTER, CA 93534**

**MINUTES:**

**1. SIGN-IN: 10:21 AM. John Chavolla not present.**

**2. APPROVAL: ADOPTION OF AGENDA**

Recommendation: It is recommended Executive Committee adopt the October 12, 2016 Executive Committee Meeting Agenda as presented.

**MOTION: PANAMA BV SECONDED: WESTSIDE 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.

**Eastside Union School District requested consideration for additional Food Show bracelets for students wanting to attend this year’s show. The Food Show Sub-committee based its decision of 12 Student representatives with Chaperones (1:3) from experiences communicated by Member Districts and Vendors who felt the number of Students last year limited time/sampling at booths.**

**Member Districts are encouraged to contact Lisa Castorena for an update on availability for Students attending based on other Member District’s reservation(s) where some may not have Students in attendance.**

**4. ADOPTION: SEPTEMBER 1, 2016 EXECUTIVE COMMITTEE MEETING MINUTES**

**MOTION: WESTSIDE SECONDED: PALMDALE PASSED**

**5. ADOPTION: MAY 4, 2016 EXECUTIVE COMMITTEE MEETING MINUTES**

Background: Executive Committee to review the Secretary’s draft Executive Committee Minutes to Minutes posted on PINCO website.

**Wasco made the motion to send “proposed” minutes, for Executive and Advisory meetings, not the “edited” minutes, to the executive committee for editing/correction by the executive committee, as a whole, before being submitted for adoption in Advisory meetings and in Executive meetings.**

**MOTION: WASCO SECONDED: PALMDALE PASSED**

With its “no” vote, Lead District wanted the minutes to reflect that an option was presented by the Lead Agency to present edited minutes (edited by PINCO Chair) to the Executive Committee to review and make any changes and arrive at a consensus before posting.

May 4, 2016, minutes need to be approved at the next Executive meeting (December 7, 2016).

**6. UPDATE: MEMBER DISTRICT SURVEY**

Background: Lead Agency to provide update on the 2016-2017 Member District Survey

**Eighteen Member Districts have submitted their completed surveys. Lead Agency requested Regional Representatives and Executive Committee attempt to have Member Districts yet to complete their survey do so and submit as soon as possible to assist Bid Sub-committee in its preparations.**

**7. UPDATE: PINCO SUB-COMMITTEES**

Background: Lead Agency to give update on PINCO Sub-committee sign-up's through today.

**LEAD AGENCY reported a good response to each one of the committees so far. The Lead District will present the roster at the Advisory Meeting for additional signatures. All sub-committees were wiped clean prior to sign ups.**

**8. UPDATE: PILGRIM'S PRIDE**

Background: Lead Agency to present update on default action taken by PINCO against Pilgrim's Pride and pending transfer of USDA entitlement.

**Barstow requested an email to be sent to all districts informing districts of when the earliest “pull dates” for Tyson to assist Member Districts in balancing orders with any remaining Pilgrim's Pride/USDA Chicken products.**

**9. DISCUSSION: PINCO STAFFING UPDATE**

Background: Lead Agency to provide update on recruitment and vetting process for PINCO Accounting Technician and Storekeeper III positions.

**PINCO's Storekeeper III position was selected. Pending screening/clearance, candidate will begin work on October 24, 2016. Yvonne Stubbings was selected to succeed Lisa Castorena as PINCO Accounting Technician. She will begin working November 1, 2016 and work with Lisa in cross-training through December 9, 2016 which is Lisa's last scheduled day.**

**10. DISCUSSION: PRODUCT INCIDENTS AND PROTOCOL**

Background: The Lead Agency and PINCO Staff encourage Membership to submit a Product Incident Form for any/all product related issues. It is the Member District's responsibility to submit all documentation critical to the investigation process to both the Manufacturer and PINCO. Please make sure to include all box/code information and any pictures/statements as applicable. Vendor contact information is available through the Service Center as needed.

Lead Agency has contacted ISITE for an editable version of the incident form to be added to the website. Lead Agency said it was working on a form to be used for issues involving third-party vendors under PINCO agreement.

#### 11. DISCUSSION: WITHDRAWAL OF PARTY

Background: In following J.P.A. language Section 9, Barstow Unified School District has received approval from its Board of Trustees to withdraw from PINCO effective June 30, 2017. Barstow Unified School District will maintain its required fund balance and work with PINCO in management of its USDA Foods and purchases through the conclusion of their agreement to the Cooperative. Lead Agency and PINCO Staff will assess routing/logistic options and cost-saving opportunities at the end of the fiscal year.

Barstow has been a member of PINCO for many years and has been a benefit however, after careful analysis of the last couple of years, PINCO is no longer financially viable for Barstow.

Lead Agency discussed Barstow's transition out of PINCO. Barstow will not vote on items impacting PINCO beyond June 30, 2017, including all commodity/facility issues. Barstow stated they would be willing to fulfill its obligation to PINCO in their representation on the Executive Committee at the Will of Member Districts.

#### 12. REVIEW: 2015-2016 LEAD AGENCY EVALUATION

Background: Pursuant to J.P.A. Section Seven, Subsection C, PINCO's Executive Committee completed its evaluation of the Lead Agency for 2015-2016. PINCO Executive Committee to present its summary and any recommendations.

Executive Committee presented its summary of their 2015-2016 Evaluation of the Lead Agency. Executive Committee stated it also wanted Executive Committee to establish procedures for the Lead District's evaluation.

Barstow will send corrected goal sheet to be added to the Minutes.

#### 13. REPORTS/COMMENTS FROM EXECUTIVE COMMITTEE MEMBERS

Barstow still working on the survey and is waiting to meet with the 3-5 year/Futures committee as she feels they go hand in hand. LEAD AGENCY will send membership of committee names to Barstow.

Westside ask to have the PINCO staff remind districts of the extra time needed for holiday breaks in submitting POs.

#### 14. UPCOMING MEETING DATES:

##### 2016-2017 Advisory Committee

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  
June 15, 2017

PINCO Service Center, Bakersfield  
PINCO Service Center, Bakersfield

Budget/Calendar  
Year-End General Session

**2016-2017 Executive Committee**

December 7, 2016  
January 11, 2017  
March 8, 2017  
April 6, 2017  
May 10, 2017  
June 8, 2017

Antelope Valley Fairgrounds, Lancaster  
PINCO Administrative Offices, Lancaster  
PINCO Administrative Offices, Lancaster  
PINCO Administrative Offices, Lancaster  
PINCO Administrative Offices, Lancaster  
PINCO Administrative Offices, Lancaster

Gen. Business  
Commodity Update/Bid Prep  
2017-2018 Bid Re-Cap  
Budget/Calendar, Gen Bus.  
Gen. Business, Budget  
Year End Gen. Business

**15. ADJOURN:**

**MOTION: PALMDALE      SECONDED: PANAMA BV**

**PINCO EXECUTIVE COMMITTEE MEETING  
 PINCO ADMINSTRATIVE OFFICES  
 WEDNESDAY OCTOBER 12, 2016  
 SIGN IN SHEET**

<b>MEMBER DISTRICT</b>	<b>REPRESENTATIVE</b>
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD	
ARVIN USD	
BAKERSFIELD CITY SD	
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	
PANAMA-BUENA VISTA SD	
RICHLAND SD	
SOUTH FORK USD	
STANDARD SD	
TAFT CITY SD	
TEHACHAPI USD	
VINELAND SD	
WASCO ELEM SD	
WASCO UHSD	
WESTSIDE USD	
WILLIAM S. HART UHSD	
WILSONA SD	

*for [unclear] / Speidel*  
*Brenda [unclear]*

*Am to [unclear]*

*[unclear] [unclear]*

*Dale Huffaker*  
*[unclear]*

*[unclear]*