



**PINCO EXECUTIVE COMMITTEE MEETING  
THURSDAY, NOVEMBER 5, 2020  
10:00 AM  
PINCO ADMINISTRATIVE OFFICES  
44809 BEECH AVENUE  
LANCASTER, CA 93534**

Pursuant to the Governor’s recent provisional guidance regarding open meeting policies in conducting public business, and California Government Code § 54953(b) and notwithstanding any other provision of law, the legislative body of a local agency has provided teleconferencing for the benefit of the public and the legislative body of a local agency in order to meet, discuss and act in the best interests of the Partners in Nutrition Co-Operative under its Joint Powers Agreement. PINCO has established teleconferencing access for this special session PINCO Advisory Committee meeting. PINCO Member District Representatives and members of the public are encouraged to participate through the following number:

Meeting ID [meet.google.com/gpt-qiqx-sax](https://meet.google.com/gpt-qiqx-sax)  
Phone Numbers (US)+1 956-520-3617 PIN: 617 251 368#

- 1. **SIGN-IN:**
- 2. **ADOPTION OF AGENDA**

Adoption of the November 5, 2020 Executive Committee Meeting Agenda as presented.

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

- 3. **ADOPTION: EXECUTIVE COMMITTEE MEETING MINUTES OF OCTOBER 8, 2020**

Adoption of the Executive Committee Meeting Minutes of October 8, 2020 as presented.

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_ **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. **REVIEW: CSNA 2020 CONFERENCE**

Background: Lead Agency to report on CSNA’s 68<sup>th</sup> Annual Virtual Conference held October 29-31, 2020. PINCO’s participation as a vendor at the first-time virtual conference was a success. There were over 100 visitors to the PINCO Booth with many positive comments. It is recommended PINCO’s Executive Committee work with the newly formed Membership Sub-committee to assess the list of Districts/Attendees from conference and work with the Lead Agency to schedule meetings with to solicit joining PINCO ahead of CDE’s 2021-2022 USDA Foods Receiving Agency declaration deadline of December 15, 2020.

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

**6. ACTION: REVIEW OF PROCEDURES INVOLVING INCIDENT REPORTING**

Background: As one of its responsibilities, the Lead Agency works directly with PINCO Member Districts and Vendors to address and resolve any issue(s) with product under agreement including USDA Foods. It is recommended PINCO's Executive Committee review the procedures taken by the Lead Agency and consider introducing steps to expand communication of any reported incident(s) to PINCO Member Districts.

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

**7. ACTION: REVIEW OF TRANSFER FORM TO IDENTIFY BEST-BY AND MUST-PULL DATES**

Background: The ability to purchase/sell/trade commodities through PINCO is one of the benefits Member Districts appreciate most. This transfer activity helps provide needed foods as well as leveraging entitlement at processors for Member Districts and most importantly promotes inventory rotation. It is recommended PINCO's Executive Committee review and approve the proposed Interagency Exchange Verification & Invoice form with the addition of a must-pull "check-box" to provide Member Districts with needed information prior to the exchange.

**MOTION:** \_\_\_\_\_ **SECONDED:** \_\_\_\_\_ **VOTE: YES** \_\_\_ **NO** \_\_\_

**8. UPDATE: RETURN OF SCHWAN'S PRODUCT(S)**

Background: By the time of this meeting, the Service Center would have sent out communication regarding the return of the following products from the PINCO Buying Guide:

#55299 Beacon Street Breakfast Cheese Stuffed Sandwich IW (1G/1M) - Great Vegetarian Option

#78377 Beacon Street Turkey Pepperoni Stuffed Sandwich IW (2G/2M)

New Item Option- Schwan's has also announced the reintroduction of the #78361 Garlic Cheesy French Bread IW (2G/2M) (This item was previously on bid but was taken off for 19-20 due to discontinuation plans, however due to COVID IW needs this item is fully back in production and available.)

This new option will be agendized as an action-item to include in the Buying Guide for the remainder of the 2020-2021 agreement.

**INFORMATION ONLY**

**9. UPDATE: AUDIO-VISUAL AT THE PINCO SERVICE CENTER**

Background: At the recent October Executive and Advisory Committee meetings, the Lead Agency was asked to research equipment and cost options for the installation of audio-visual equipment in order to support electronic meeting access and shall. The Lead Agency to present the Executive Committee with an update and estimated cost for the project.

**INFORMATION ONLY**

**10. UPDATE: LEAD AGENCY REPRESENTATION AND VOTING RIGHTS**

Background: Subsequent to the Executive Committee providing its report regarding Lead Agency representation and voting rights and upon its direction, PINCO's J.P.A./Policy Sub-committee is scheduling meetings in November to assess language in the PINCO J.P.A. that involve the Lead Agency's responsibilities and voting rights in Executive and Advisory Committee meetings. The Sub-committee shall provide updates and recommendations with a timeline for amending the J.P.A. following all procedures as needed.

**INFORMATION ONLY**

**11. UPDATE: INVENTORY REPORT PENDING NOVEMBER 6<sup>TH</sup> DEADLINE FOR APPROVED MUST PULL(S)**

Background: Lead Agency to provide report on inventory status

**INFORMATION ONLY**

**12. UPDATE: 2019-2020 SWEEP REPORT**

Background: Lead Agency to provide update on communication(s) with CDE and PINCO Vendors regarding 2019-2020 USDA sweeps.

**INFORMATION ONLY**

**13. UPDATE: PINCO SUB-COMMITTEE REPORTS**

BID/FOOD SHOW      COMMODITY      J.P.A./POLICY      FUTURES      SUNSHINE

**INFORMATION ONLY**

**14. REPORTS FROM EXECUTIVE COMMITTEE MEMBERS/LEAD AGENCY**

**15. UPCOMING MEETING DATES:**

Executive Committee      Advisory Committee

~~September 3, 2020~~      ~~September 17, 2020~~

~~October 8, 2020~~      ~~October 22, 2020~~

~~November 5, 2020~~      November 19, 2020

December 17, 2020 (Combined Executive and Advisory Committee)

January 14, 2021      January 28, 2021

February 4, 2021      February 18, 2021

March 4, 2021      March 18, 2021

April 1, 2021      April 15, 2021

May 6, 2021      May 20, 2021

June 3, 2021      June 17, 2021

**16. ADJOURN: MOTION \_\_\_\_\_ SECONDED \_\_\_\_\_**

