



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 Phone Numbers (US)+1 956-520-3617 PIN: 617 251

1. SIGN-IN:

2. ADOPTION OF AGENDA

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

MOTION: Kernville **SECONDED:** Arvin **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: Standard **SECONDED:** Kernville **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 68th 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: Kernville **SECONDED:** Wilsona **VOTE:** NO

Discussion-Contact list was provided listing information on parties interested in PINCO. Joe spoke with vendors. They expressed a difficulty in getting people to chat with them. Manufacturers had challenges with timing getting in with vendors via Zoom. Tyson-less than 10 people attended booth, Don Lee-2 visitors. PINCO was on par with other vendors in regards to visitors. We did very well with interest in PINCO. Lori and Alecia from Palmdale will be looking into the list of interested parties. What is our schedule going to be for next year for USDA? Don't want to add to operational stress, need to balance out. Looks good to go calling on some of these. Want to get a meeting scheduled for JPA & Executive to discuss benefits, talking points, etc. Setting up meeting for November 9th at 1:00 pm.

Kernville makes a motion to have the meeting on 11/9/20 at 1:00 pm to discuss interested parties in PINCO.

MOTION: Kernville **SECONDED:** Wilsona **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: Standard **SECONDED:** BCSD **VOTE:** YES ___ NO ___

Discussion-Set up procedures for reporting incidents with food safety, portions, etc. How broad is our communication with the districts? Palmdale had inventoried product from Michael B’s in which mold was reported. Westside had the same issue a couple of weeks later. PINCO works with vendors on product issues but haven’t discussed issues with other districts in the past. Hundreds of cases are involved. PINCO has a responsibility to let members know so a decision can be made about how to address inventory. Do we want to reach out to all members that may have inventoried product or open purchase orders about compromised product? Do we have to let USDA know because they are using commodities? Yes. FDP waits until the manufacturer completes the incident report. Usually we get a response in regards to the investigation within 2 weeks. Ashley & Joe are looking for direction, bringing membership into this, so that we capture and understand the reporting process. It’s a good idea for all of PINCO to know so that we can be on the lookout for the same issue in vendor product. We haven’t had any manufacturer so far that has had a problem giving us credit on affected product. We should have open communication with kitchens about bugs in product or case yield.

Wilsona makes a motion for Executive Committee to direct Commodity Committee for protocol on process of notification and communication regarding incident reporting.

MOTION: Wilsona **SECONDED:** Kernville **VOTE:** YES X 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: BCSD **SECONDED:** Arvin **VOTE:** YES X NO ___

Discussion-Important in going through a transfer, purchase, sale to fully disclose must pull/best by dates. District needs to verify dating on product. Hopefully membership is tracking the product. Responsibility of seller to notify the purchasing District.

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

Discussion- Joe was told by Schwann’s that there will be more IW stuffed sandwiches on the horizon, coming in January. Updated Buying Guide will be sent out tomorrow.

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

Discussion- Received an estimate from VTech. They have been a very good and reasonable vendor in the past. They came to inspect and give us a quote. Lead Agency was disappointed in the quoted dollar amount of approximately \$7000.00, which is considerably more than what was previously discussed. Joe will follow up with VTech to make sure we are getting what we need and nothing more. We should have room to trim expenses without compromising the end result. Joe hopes to have firmer pricing on November 19th.

11. UPDATE: INVENTORY REPORT PENDING NOVEMBER 6TH DEADLINE FOR APPROVED MUST PULL(S)

Background: Lead Agency to provide report on inventory status

INFORMATION ONLY

Discussion- Kudos to Districts in pulling product. Staging area is freed up, which we haven't had in about 2 months. More truckloads are scheduled to come in. It has been a great help in meeting our goals. Commodity committee meeting will be held next week to go over inventory status. It is important for us to continue emphasizing balancing inventories you currently have and brokering sales. Ashlee and Alex will be printing out what is left in inventory to be discussed at the meeting. Working with Rose & Shore to help get rid of brown box proteins.

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

Discussion- Last week we sent them the snapshot of sweep information. We will let membership know where we stand as far as sweeps go once we find out from FDP.

13. UPDATE: PINCO SUB-COMMITTEE REPORTS

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

INFORMATION ONLY

Discussion- Food Show-November 10th meeting about CSNA Food Show so we can bring it to Advisory on the 19th. Commodity-will bring recommendations to Advisory on the 19th. JPA-meeting on the 12th to discuss lead agency voting rights. Futures- No Report. Sunshine-No Report.

14. REPORTS FROM EXECUTIVE COMMITTEE MEMBERS/LEAD AGENCY

15. UPCOMING MEETING DATES:

<u>Executive Committee</u>	<u>Advisory Committee</u>
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 Kernville

SECONDED: BCSD

11:27 AM