



PINCO EXECUTIVE COMMITTEE MEETING
APRIL 14, 2016
9:00AM
PINCO SERVICE CENTER
3019 16 STREET
BAKERSFIELD, CA 93301

MINUTES:

1. SIGN-IN: 9:15 a.m. Six Executive Committee Members present.

2. APPROVAL: ADOPTION OF AGENDA.

Recommendation: It is recommended Executive Committee adopt the April 14, 2016 Executive Committee Meeting Agenda as presented.

MOTION: DELANO ELEM SECONDED: GREENFIELD YES X

3. APPROVAL: ADVISORY COMMITTEE MEETING MINUTES

Recommendation: It is recommended Executive Committee approve the Executive Committee Meeting Minutes of March 17, 2016 as presented.

MOTION: PANAMA BV SECONDED: DELANO ELEM YES X

Greenfield brought to the Executive Committee's attention the March 9, 2016, Executive Committee Minutes were never approved and asked for it to be added to the May 4, 2016, agenda.

4. ORDERING LEAD TIME REVIEW.

Background: Upon direction from Advisory Committee, PINCO's JPA/Policy Sub-committee met to discuss the ordering timeline established/followed during the month of December in light of Winter Break; where the two weeks of Winter Break are not included in the standard four week ordering lead time. In a meeting held April 8, 2016, the Sub-committee and Lead Agency discussed activities Service Center staffs are engaged in during the month including pre-staging for the PINCO Food Show, mid-year inventories and time historically scheduled for use of earned compensatory time. The JPA/Policy Sub-committee will work with Lead Agency to determine what/if any changes can be made to the timeline Member Districts currently follow; which may include and is not limited to additional staffing expense.

The JPA/Policy Sub-committee will present its findings and recommendations at the May 4, 2016 Executive Committee meeting for consideration in being brought forward to PINCO Advisory Committee.

INFORMATION ONLY: NO ACTION TAKEN.

Lead District stated December is a very busy time for the service center; Preparing and delivery for the Food Show, Inventory, staff taking vacation, etc. Options will be presented to the Executive Committee for consideration at the May 4, 2016, meeting and forwarded to Advisory Committee.

Delano Elementary mentioned many vendors close for the holidays as well.

KCSOS wanted everyone to know SLP will be closed for the entire summer.

5. INVENTORY MANGEMENT.

Background: Upon direction from Advisory Committee, PINCO's JPA/Policy Sub-committee discussed options in education/policy regarding Member District use of USDA foods inventoried at the PINCO Service Center. As PINCO continues to grow in size and USDA entitlement allotment, it is critical Member Districts understand the expense of outside storage and take advantage of use these foods and opportunities within the cooperative.

The JPA/Policy Sub-committee is reviewing language used other purchasing cooperatives and distributors to develop language and draft policy in this area to present to Executive and Advisory Committee for consideration. One key topic in this discussion was for PINCO Staff to meet with Member Districts twice a year (possibly September and February) for training and sharing of best practices based on their experience in working with Member Districts, industry and governing agencies.

The JPA/Policy Sub-committee will present its findings and recommendations at the May 4, 2016 Executive Committee meeting for consideration in being brought forward to PINCO Advisory Committee.

INFORMATION ONLY: NO VOTE/ACTION TAKEN.

Bakersfield City reported on the JPA committee meeting held April 9, 2016. More information will be given at the Executive Committee meeting on topics discussed including the following:

- **Training meetings twice annually**
- **Internal policy for a “brown box” sweep**
- **Inventory control using an “In & Out” form**

Delano Elem mentioned this is a good idea for new members as well as districts with transitioning staff.

KCSOS suggested putting the training power-points on-line as well.

6. PINCO PROCUREMENT CODE OF CONDUCT.

Background: In accordance with the general procurement standards outlined in Title 2, Code of Federal Regulations (2CFR), Section 200.318 (c), each agency must develop and maintain written standards of conduct to cover potential personal and organizational conflicts of interest. These standards must govern the action of agency employees, officers or other agents who engage in the selection, award, and administration of contracts funded by federal award. PINCO’s Procurement Code of Conduct requires all Member Districts of the Joint Powers Agreement to adhere and honor all aspects of this Code. Lead Agency and PINCO JPA/Policy Sub-committee will periodically review USDA/CDE updates in procurement for any required revisions to PINCO Procurement Code of Conduct.

Recommendation: It is recommended PINCO Executive Committee review and move forward with recommendation for approval of the proposed PINCO Procurement Code of Conduct with PINCO’s Advisory Committee.

MOVED GREENFIELD SECONDED DELANO ELEM YES X

Greenfield suggested adding verbiage for the current bid limit be adhered to. Also a concern with the verbiage concerning “Earned Points” or incentives.

Lead District stated we need to be clear that pricing should not reflect incentive or rebates.

Greenfield also added rebates are managed through Sysco and not by Pinco.

Lead District stated each district needs to be responsible for their own Procurement Code of Conduct, especially concerning incentives.

Delano Elementary clarified this is Pinco’s “Code of Conduct” for Pinco and Distribution purchasing.

7. 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.

PUBLIC COMMENTS FROM PINCO ADVISORY COMMITTEE MEMBERS: No comments made.

8. NEXT MEETING DATES: ADVISORY & EXECUTIVE – SEE SCHEDULE BELOW:

2015-2016 Advisory Committee

May 19, 2016
June 16, 2016

PINCO Service Center, Bakersfield
PINCO Service Center, Bakersfield

Budget review/Calendar
Year-End General Session

2015-2016 Executive Committee

May 4, 2016

PINCO Administrative Offices, Lancaster

General Business, Budget

9. **ADJOURN: MOVED WESTSIDE SECONDED: PANAMA BV**

PINCO EXECUTIVE COMMITTEE MEETING
44809 Beech Ave., Lancaster
Thursday, April 14, 2016
SIGN IN SHEET

MEMBER DISTRICT	REPRESENTATIVE
ACTON-AQUA DULCE USD	
ALISAL USD	
AVUHSD	<i>[Signature]</i>
ARVIN USD	<i>[Signature]</i>
BAKERSFIELD CITY SD	<i>[Signature]</i>
BARSTOW USD	<i>[Signature]</i>
BEARDLSEY SD	<i>[Signature]</i>
BIG PINE SD	
BISHOP UESD	<i>[Signature]</i>
DELANO ELEM SD	<i>[Signature]</i>
DELANO HS DISTRICT	<i>[Signature]</i>
EARLIMART SD	
EASTSIDE USD	<i>[Signature]</i> Karen Rasch
EDISON SD	<i>[Signature]</i>
EL TEJON USD	
FAIRFAX SD	
GREENFIELD USD	<i>[Signature]</i>
KEPPEL USD	<i>[Signature]</i> <i>[Signature]</i> <i>[Signature]</i>
KERN COUNTY SUPT	
KERVILLE USD	
LAMONT SD	
LANCASTER SD	
LONE PINE SD	
LOST HILLS SD	<i>[Signature]</i>
MC FARLAND SD	<i>[Signature]</i>
MOJAVE SD	
NORRIS SD	<i>[Signature]</i> Kay Bertrand
PALMDALE SD	<i>[Signature]</i>
PANAMA-BUENA VISTA SD	<i>[Signature]</i>
RICHLAND SD	<i>[Signature]</i>
SOUTH FORK USD	<i>[Signature]</i>
STANDARD SD	
TAFT CITY SD	
TEHACHAPI USD	
VINELAND SD	
WASCO ELEM SD	<i>[Signature]</i>
WASCO UHSD	<i>[Signature]</i>
WESTSIDE USD	<i>[Signature]</i>
WILLIAM S. HART UHSD	
WILSONA SD	<i>[Signature]</i>