



California Olive Committee

INSPECTION SUBCOMMITTEE MEETING

DECEMBER 7, 2023

9:00 a.m.

COC

2565 Alluvial Avenue, Suite 152
Clovis, CA 93611

ZOOM/Conference Call

<https://us02web.zoom.us/j/81231773582>

MINUTES

I. CALL TO ORDER

A meeting of the Inspection Subcommittee was called to order by Michael SILVEIRA at 9:03 a.m., and the following members were present:

Members

Milo GORDEN
Michael STOKES
Michael SILVEIRA
Edward GARCIA
Rick BENSON
Galen PFEIFFER
Julia TINSLEY – Chairwoman
Damian GAYTAN
Phil QUIGLEY
Dennis BURRESON
Paul ADCOCK
Tomas MASANES AUTARD
John PIERETTI
Scott HAMILTON
Janet EDWARDS

Affiliation:

Producer
Producer
Producer
Producer
Producer
Producer
Handler
Handler
Handler
Handler
Handler
Handler
Handler
Handler
Handler

STAFF

Todd SANDERS California Olive Committee
Elise OLIVER California Olive Committee
Janette RAMOS California Olive Committee

GUESTS

Jeremy SASSELLI

USDA

With a majority of the Subcommittee members present, a quorum was established.

- **MOVED BY PFEIFFER, duly seconded by PIERETTI and unanimously carried THAT the minutes of November 9, 2022, be approved as presented. (Motion 12-7-23 #1)**

II. 2023 OLIVE ELECTRONIC REPORTING SYSTEM (OERS)

1. Updates to the OERS that were needed based on an inspector visit before the 2022 season are officially complete:
 - a. Software Registration
 - b. Bin Code Designations
 - c. Weighmaster Cert numbering
2. The COC replaced one the sample tag printers at one of the receiving stations. If anyone is having trouble with their printers, please let me know. You will see in Todd J.'s 2024 Budget the inclusion of servicing all 5 printers.
3. COC Forms Update
 - a. Every few years the official COC Forms (COC-3, COC-4, COC-5, etc.) are updated by the USDA and OMB. The COC updated the forms in the OERS system before the 2023 season. The updated COC-3 form had some slight changes to the 'Defects' column and also was expanded to two pages instead of one. The COC will resolve this before the 2024 season.
4. Please see the following page for the 2023 OERS Year End Stats.
5. Final 2023 Season Weekly Receipt
6. 2024 OERS objectives with Todd J.
 - a. Annual Support as well as 24x7 support during the deliveries
 - b. Enhancements and troubleshooting as needed
 - c. Annual cost for: Microsoft Azure Cloud Web and Database hosting servers, email, backup, SSL, domain name, security services, and software expenses
 - d. Upgrade the COC Application from 2019 to 2023 (Latest Microsoft .Net framework)
 - e. Software Certification from California Type Evaluation Program (CTEP). I underestimated the cost of original certification. The certification needs to be done every 5 years. I'll split the cost into 5 years – as you've seen on the invoice
 - f. Sample printers.
 - i. Servicing the printers at all sites (5 printers)
 - ii. Repair the one we replaced to have available as backup
 - g. Travel to receiving

III. INSPECTOR TRAINING

In an effort to ensure that current Inspection Grading Manual Requirements are being enforced properly at the port level, the COC would like to work with USDA Specialty Crop Inspections (SCI) Division to facilitate annual or semi-annual trainings for USDA port inspectors. According to the data obtained from the USDA SCI Imports Database and USDA Imported Olive Reports for the 2021-2022 season, the total percentage of failing lots was 0.37% (168,634 failing pounds out of the 46,194,151 inspected). The COC believes there is a definitive need to provide technical education to inspectors to aide in the proper enforcement of current requirements.

During March of 2023, the USDA SCI Division had a supervisor regional training in which they were able to “train the trainers.” This was no cost to the COC. These supervisor trainings are every other.

The COC has spoken with USDA about putting together a training in 2024. In order to facilitate these trainings, the COC would propose that a contingency fund be approved by the Inspection Subcommittee. The Subcommittee will then work directly with USDA SCI Division to coordinate and implement these trainings.

IV. APPROVAL OF 2024 INSPECTION BUDGET

ACTION

For the 2024 FY, the following items are expenditures for the Inspection program.

- 1. Travel - \$3,000
- 2. OERS Maintenance - \$25,000
- 3. Optical Sizer (Misc. as needed) - \$15,000
- 4. 2024 Weekly Receipts - \$2,000
- 5. Contingency - \$40,000

Staff has put together a history of previous Inspection Subcommittee Budgets.

2023 FY Line-Item Budget Breakout:

- 1. Travel - \$3,000
- 2. OERS Maintenance - \$28,000
- 3. Optical Sizer (misc. as needed) - \$15,000
- 4. 2023 Weekly Receipts - \$2,000
- 5. Contingency - \$40,000

FISCAL YEAR	2024	2023	2022	2021	2020
<i>Inspect</i>	\$85,000	\$88,000	\$42,900	\$48,000	\$55,000
<i>Differ</i>	\$(3,000)	\$45,100	\$(5,100)	\$(7,000)	\$(8,000)

The Subcommittee must decide:

- 1) Approval of the 2024 Inspection Budget

FISCAL IMPACT: \$85,000 for FY 2024

- **MOVED BY PIERETTI, duly seconded by SILVEIRA and unanimously carried THAT the Inspection Subcommittee adopt the Inspection Budget for the 2024 Fiscal Year at \$85,000. (Motion 12-7-23 #2)**

V. APPROVAL OF AUTHORITY TO THE EXECUTIVE DIRECTOR AND CHAIRMAN FOR INTER-ITEM TRANSFERS OF THE INSPECTION SUBCOMMITTEE BUDGET

The Committee discussed granting authority to the Executive Director and Chairman for inter-item transfers of the Inspection Budget.

- **MOVED BY QUIGLEY, duly seconded by PIERETTI and unanimously carried THAT the Inspection Subcommittee grant authority to the Executive Director and Chairman for inter-item transfers of the Inspection Budget. (Motion 12-7-23 #3)**

VI. OTHER BUSINESS

None

VII. ADJOURNMENT

Chairwoman TINSLEY adjourned the Inspection Subcommittee meeting at 9:25 am.



Todd W. Sanders
Executive Director
California Olive Committee

SUMMARY OF MOTIONS FOR DECEMBER 7, 2023

MOTION 12-7-2023 #1

APPROVED

MOVED BY PFEIFFER, duly seconded by PIERETTI and unanimously carried THAT the minutes of November 9, 2022, be approved as presented.

MOTION 12-7-2023 #2

APPROVED

MOVED BY PIERETTI, duly seconded by SILVEIRA and unanimously carried THAT the Inspection Subcommittee adopt the Inspection Budget for the 2024 Fiscal Year at \$85,000.

MOTION 12-7-2023 #3

APPROVED

MOVED BY QUIGLEY, duly seconded by PIERETTI and unanimously carried THAT the Inspection Subcommittee grant authority to the Executive Director and Chairman for inter-item transfers of the Inspection Budget.