



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Gold-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING
OF THE STANDING INTERNAL OPERATIONS COMMITTEE
OF THE TOWN OF DISCOVERY BAY
Wednesday, February 3, 2021
4:30 P.M. – 5:30 P.M.**

**NOTICE
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Committee Chambers will be closed to the public.

To accommodate the public during this period of time that the Committee's Chambers are closed to the public, the Town of Discovery Bay Community Services District Committee Members have arranged for members of the public to observe and address the meeting telephonically.

TO ATTEND BY TELECONFERENCE:
Toll-Free Dial-In Number: (866) 848-2216
CONFERENCE ID **5193676302#**

Download Agenda Packet and Materials at www.todb.ca.gov/

Internal Operations Committee Members

*Michael Callahan
Carolyn Graham*

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m. – By Committee Member Callahan.
 2. Roll Call – All present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None.
- C. DRAFT MINUTES TO BE APPROVED**
1. Approve DRAFT minutes of October 7, 2021 Internal Operations Committee Meeting.
Motion made by Committee Member Graham to approve the item on the Consent Calendar as presented.
Second by Committee Member Callahan.
- D. PRESENTATIONS**
1. Internal Operations Update.
- E. DISCUSSION ITEMS**
1. Discussion Regarding Chair and Vice-Chair.
Decision to appoint Chair and Vice-Chair was settled between Committee Members Michael Callahan and Carolyn Graham. Michael Callahan will be Chair and Carolyn Graham will be Vice-Chair.
 2. Discussion and Provide Possible Feedback Regarding the COVID-19 Prevention Program (CPP) and adding it to the Town of Discovery Bay's (the District) Existing Employee Injury and Illness Prevention Program Policy (IIPP).
Executive Assistant Maddie Kibriya presented the Committee with a draft update to the Town's Existing Employee Injury and Illness Prevention Policy (IIPP). The presented draft will be updated to include California Division of Occupational Safety and Health's requirement to incorporate a COVID-19 Prevention Program

(CPP). Staff requested to bring the CPP Draft before the Board at the next Regular Board of Directors Meeting on February 17, 2021 for approval.

Vice-Chair Graham inquired about Town staff obtaining the COVID-19 vaccine.

Executive Assistant Maddie Kibriya advised that there is no discussion about staff getting the COVID-19 vaccine at this time.

Chair Callahan asked if the draft includes a section regarding time off due to COVID-19.

Executive Assistant Maddie Kibriya confirmed that the draft includes this topic.

Chair Callahan and Vice-Chair Graham agreed this draft can be presented to the Board of Directors for implementation.

3. Video Conferencing System.

Assistant General Manager Dina Breitstein presented the Committee with a proposed video conferencing system. Details of several products for video conferencing were displayed and pros and cons of each product were mentioned.

Chair Callahan had questions about quality and optional equipment availability.

Assistant General Manager Dina Breitstein posed her recommendation of the Poly equipment which she believes will be the best fit for the Town's needs.

Chair Callahan asked Assistant General Manager Dina Breitstein to prepare a spreadsheet with pros and cons of the equipment as part of the presentation to the Board of Directors.

General Manager Mike Davies clarified direction from the Committee members to go with staff recommendation for equipment and the option to purchase equipment instead of leasing.

Chair Callahan and Vice-Chair Graham agreed.

F. FUTURE DISCUSSION/AGENDA ITEMS

Vice-Chair Graham requested to add a discussion regarding the electronic board policy as an Agenda Item on the Communications Committee Meeting.

G. ADJOURNMENT

1. Adjourned at 5:15 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."