



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Gold-Level of Governance**



PLATINUM LEVEL

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

**NOTICE OF THE REGULAR MEETING  
MINUTES OF THE STANDING  
INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, June 1, 2022**

**Internal Operations Committee Members**

*Chair Michael Callahan  
Vice-Chair Carolyn Graham*

**A. ROLL CALL**

1. Call business meeting to order at 3:32 p.m.
2. Roll Call – all members were 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 Regular Internal Operations Committee DRAFT Meeting minutes of April 6, 2022.

Vice-Chair Graham made a Motion to Approve the April 6, 2022, Draft Minutes.

Chair Callahan second.

Vote: Motion Carried – AYES: 2, NOES: 0, ABSTAINED: 0, ABSENT: 0

**D. PRESENTATIONS**

1. None.

**E. UPDATES**

**F. DISCUSSION**

1. Injury and Illness Prevention Program (IIPP).

Presented by Interim Assistant General Manager, Mike Davies.

- Current IIPP needs to be revised from 2018.
- Revised copy of the IIPP will include COVID section and health orders.
- Commendation given to Leslie Cueva, Executive Assistant who aided in the revision of the IIPP.
- Requesting committee recommendation to present IIPP to the Board of Directors for approval.

Chair Callahan made a Motion to present the IIPP to the Board of Directors.

Vice-Chair Graham second.

Vote: Motion Carried – AYES:2, NOES: 0, ABSTAINED: 0, ABSENT: 0

**G. FUTURE DISCUSSION/AGENDA ITEMS**

- Potential collaboration to create a local area points of interest brochure.

**H. ADJOURNMENT**

1. Meeting adjourned at 3:40 p.m. to the next Standing Internal Operations Committee meeting on August 3, 2022, at the Community Center located at 1601 Discovery Bay Boulevard.

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