

MINUTES OF VIHIGA MUNICIPALITY BOARD MEMBERS MEETING HELD AT GOVERNOR'S BOARDROOM ON 13<sup>TH</sup> NOVEMBER 2018

Attendance

Name	Title	Attending	Excused
Eng. Josephat Amadi	Chairman	✓	
Dorcas Wodera	Vice Chairman	✓	
Isaac Nyamweno	member	✓	
Andrew Ahuga	member	✓	
Carolyn Andahi	member	✓	
Mwanaidi M. Abdi	member	✓	
David Kikaya	member	✓	
Seth Ambale	member	✓	
Nicholas Simani	member	✓	
Duncan Kuria	Acting Municipal manager	✓	
In Attendance			
H.E. Dr. Wilbur Otichillo	Governor Vihiga County	✓	
Dr. Patrick Saisi	Deputy Governor. Vihiga County	✓	

Agenda

1. Prayer
2. Self-introduction
3. Formation of board committees
4. Formulation of board's structure
5. Identification of Flagship Projects
6. A.O.B

Minute	Description	Action
1. Introduction	The meeting started with a word of prayer from Seth Ambani followed by self-introduction of members present.	All
2. Reading of minutes	Mr. Kuria took members through the minutes of the previous meeting. It was agreed that the minutes were true reflections of what had been discussed. Mr. Nyamweno proposed and Mr. Ahuga seconded before the minutes were adopted and signed by the chairman and the secretary.	All
3. Matters arising	<p>The outgoing County Executive Committee Member for Physical Planning Lands and Housing allowed the incoming County executive committee members to preside the election of chairman and vice chairman of the board.</p> <p>Vihiga municipality board was issued with a charter by H.E. The Governor on 13<sup>th</sup> November 2018 at around 4.30 pm</p> <p>The matter of articles 3.9 of the municipal charter was discussed and it was agreed that a legal opinion would be sought to clarify if indeed there is need to elect a secretary for the board or if the municipal manager would be the automatic secretary of the board.</p>	All
4. Chairman remarks	<p>The chairman welcomed members for the meeting. He informed members that the meeting had earlier been postponed. He instructed the Municipal manager that he will be taking directions from the board. If there is a genuine reason from the department to take similar decision the board will have to be consulted.</p> <p>The meeting was informed that the Governor while meeting professionals in Nairobi told them that the board should not inherit the problems of the departments which had resulted in very low absorption of development budget.</p> <p>The chair assured the meeting that committees of the board will be meeting often and that the board should not be derailed from executing its mandate. Members of the board were advised to be seeking assistance from each other in the spirit of cooperation.</p> <p>A linkage between the board and the County Government should be established. In this regard the chairman proposed that the Governor should appoint one person to be representing him in the board.</p> <p>The board intends to have its own accounting officer and procurement personnel and for the time being the board will request County Government to second officers to assist with the duties.</p> <p>Chair briefed members that bureaucracy in government functioning is what led to the formation of authorities in the government ministries. If the board performs well, the Governor will consider allocating the board more resources for implementation of projects.</p> <p>The chairman noted that members of the board had come from different backgrounds</p>	All

	<p>and promised to take them to Kenya School of Government to be educated on board management. Members will also do benchmarking to learn from the best practices around.</p> <p>The chair tasked the municipal manager to add in the member's files program operation manuals and the urban areas and cities act. The chair noted that the board was expected to have its own staff and that personnel are key in ensuring the board makes progress. The board would like to know the officers seconded to it if any</p> <p>The governor when launching CT-Scan project at the referral hospital told members of the public that they were going to witness tremendous transformation of the town out of the operations of the board and therefore there is already high expectation by the public in terms of service provision.</p> <p>The Governor seconded his economic advisor to be attending the board meetings as proposed by the chairman of the board.</p> <p>The Governor in his remarks assured members of his total support and faith in the board. He further promised to give the board the autonomy it requires to deliver.</p> <p>The board will establish a library and the Ag. Municipal Manager will ensure that Kenya gazette is available in the library.</p>	
5. Formulation of municipal structure	<p>The following committees were proposed by the All members</p> <ol style="list-style-type: none"> <li>1) Planning and infrastructure development</li> <li>2) Finance and trade</li> <li>3) Audit</li> <li>4) Administration and Human resource management</li> <li>5) Supply chain management</li> <li>6) ICT and publicity</li> <li>7) Social services</li> </ol>	
6. Functions of each committee	<p>Planning &amp; infrastructure development committee.</p> <ul style="list-style-type: none"> <li>✓ All Industry development.</li> <li>✓ Land management</li> <li>✓ Spatial planning</li> <li>✓ Development control</li> <li>✓ Housing development</li> <li>✓ Physical infrastructure</li> </ul> <p>The other committees will draft their own function and present during the next meeting</p>	
7. Formation of committees	<ol style="list-style-type: none"> <li>1) Planning and Infrastructure Development – Mr. Isaac Nyamweno (Chairman), Prof.</li> </ol>	

	<p>Kikaya, Mr Nicholas Simani.</p> <p>2) Finance and Trade – Prof. Kikaya (Chairman) ,Carolyne Andahi</p> <p>3. Audit – Seth Ambani (Chairman) &amp; Mwanaidi Abdi</p> <p>4. Administration and Human resource management - Mrs. Dorcas Wodera (Chairman) &amp; Andrew Ahuga.</p> <p>5. Supply chain management – Mr. Nicholas Simani (Chairman) &amp; Mr. Isaac Nyamweno</p> <p>6. ICT and publicity – Ms. Mwanaidi Abdi (Chairman) &amp; Ms. Carolyne Andahi</p> <p>7. Social Services – Mr. Andrew Ahuga (Chairman), Mr. Seth Ambani, Mrs. Dorcas Wodera</p>	
	<p>County legal advisor will be invited in the next meeting to shed light on the issue of board having a secretary from amongst the members</p>	
8. Flagship Projects	<ol style="list-style-type: none"> <li>1. 1) Street lighting floodlights masts</li> <li>2. 2) Garbage collection</li> <li>3. 3) Beautification/ paving</li> <li>4. 4) Storm water drainage</li> <li>5. 5) Fire station</li> <li>6. 6) Signage/ street naming</li> <li>7. 7) Solid waste and liquid waste collection</li> <li>8. 8) Cemetery</li> <li>9. 9) Fish ponds</li> <li>10. 10) Disaster response centre</li> </ol> <p>Information will be sought from lake Victoria North to establish the status of Belgium water project which is long overdue</p> <p>The municipal manager should coordinate tour of the municipality by the board members</p> <p>Water and fisheries departments will be invited in the next meeting to give clarification of technical matters handled by their respective departments.</p>	
9. AOB	<p>There is need for sensitization of projects to residents of the municipality.</p> <p>Planning and infrastructure development committee reported that their report will be ready by 20<sup>th</sup> November 2018.</p> <p>Municipal manager was tasked into looking for information from other similar agencies in regard to remuneration of the board.</p> <p>Paving that will be done as part of beautification will reach Mbale high on the north and on the southern side it will reach broad park. Boda boda shades will also be part of the beautification program.</p>	

	<p>Members noted that it was vital for the board to have a strategic plan and also develop an Urban Integrated Development Plan (IDeP). It was reported through the meeting that the department will start preparing a Strategic Plan and Urban IDeP for the Municipality.</p> <p>Administration and human resources committee reported that it was important for the board to have skeleton staff to enable it to start work.</p> <p>The board will require at least 2 vehicles to facilitate mobility of the board.</p>	
Induction	<p>The members would like to know when the induction will be conducted. Where? How long? And the topics to be covered.</p> <p>The chairman thanked members for enduring the long meeting</p> <p>The board members will organize a meeting with the members of the County Assembly for a briefing session</p>	
	<p>There being no other business to be transacted the meeting ended at 6.15pm with a word of prayer from Isaac Nyamweno</p>	

for

Chairman Darcas R. Wodera sign [Signature]

Secretary Duncan Kuxia signs [Signature]