

**MINUTES OF A SPECIAL VIHIGA MUNICIPAL BOARD MEETING HELD ON
TUESDAY 17TH JANUARY 2020 AT THE GOVERNORS BOARD ROOM AS FROM
9.00AM**

NO	NAME	TITLE	DETAIL	PRESENT	ABSENT
1	Eng. Josphat Amadi	Chairman		✓	
2	Mdm. Dorcas Wodera	Vice chair	HR	✓	
3	Eng. Keseko Kenneth	Member	CECM	✓	
4	Planner Lucy Ijai	Member	Chief Officer	✓	
5	Mdm Carol Andahi	Member	Social Service	✓	
6	Mdm Mwanaidi Abdi	Member	ICT	✓	
7	Planner I. Nyamweno	Member	Technical	✓	
8	Mr Nick Simani	Member	Supply Chain	✓	
9	Mr Seth Ambale	Member	Audit	✓	
10	Mr Andrew Ahuga	Member	HR	✓	
11	Prof. David Kikaya	Member	Finance	✓	
12	Dr Jairus Amayi	Member		✓	
	IN ATTENDANCE			✓	
13	H.E Dr Wilber Ottichilo	Governor		✓	
14	H.E Dr. Patrick Saisi	Deputy Governor		✓	
15	Mr. W. Lumumba	Secretariat	Administration	✓	
16	Mr. lee Jumba	Secretariat	Econ. Planner	✓	

AGENDA

1. Prayer
2. Opening Remarks
3. Workplan, procurement plan (FY 2019/2020)
4. Quarterly reports
5. Progress reports on
 - i. Beautification
 - ii. Trucks
 - iii. High Mast lights
 - iv. Wetland/waste water mgt.
 - v. Garbage bins
6. Rental/Premises for the Board secretariat
7. Recap on Makueni/Machakos trip
8. Changes in project priorities
9. Public Fora Execution
10. Production of a documentary

MINUTE	DESCRIPTION	ACTION
1/17/01/20 PRAYER	An opening prayer was said by Planner Nyamweno.	
2/17/01/20 GOVERNORS REMARKS	<p>The chairman invited H.E Dr. Wilber Ottichilo, Governor. The Governor thanked members for their commitment towards realizing the goals and aims of the Municipality of Vihiga. He stated that it's important for the members to realize more success and address the challenges that arose while in process of implementing their duties as members of the Board.</p> <p>He assured the Board that, the municipality had qualified for another 250million grant from KUSP. He stressed on the need of investing in projects that will have immense impact. The Governor stated that Monitoring & Evaluation should be carried out in all the projects and that the Board should chart a way forward from the challenges they had experienced, as it's a learning experience. The Governor excused himself to attend to other</p>	

	official duties and handed over to the Deputy Governor who took charge of the remained session.	
DEPUTY GOVERNORS OPENING REMARKS	<p>He stated that the position of Municipal Manager should be advertised by the County Public Service Board so that the Municipality can have a sustentative manager.</p> <p>The job group for the manager be enhanced properly as per the SRC commission. He also stated that The Board will have enough human resource once they have finalized on the process of acquiring an office.</p>	
CHIEF OFFICER OPENING REMARKS	<p>She highlighted that challenges had been experienced in the procurement processes but measures had been taken. On SRC allowance of Board members, the County Government to develop a scale that can be used to pay the Board members with the advice of SRC and County assembly.</p> <p>On this, The DG advised the CEC, Chairperson to follow up the same and seek information from Kakamega County. The same Time a CAB memo be developed in consultation with the Budget office by CEC, forward to Cabinet and later to the assembly.</p>	CECM- PPL&H, Chairperson, Mwanaidi (Forward proposals to CEC)
CHAIRMAN'S OPENING REMARKS	<p>Briefed the Deputy Governor on the bench-marking and training at Ciala Resort. The Training was conducted by Officials from KUSP Nairobi. All the exercises turned out success as had been planned, the board picked out vital learning experiences.</p> <p>The Chairman stated that the Fountain at the Governor's Office was going to be redesigned in order to bring out a good image.</p>	
3/17/01/20 WORKPLANS& PROCUREMENT PLAN	It was agreed that the relevant committees and the Secretariat have a three-day retreat in order to finalize on workplans&	Municipal Manager, Chairs of Relevant Committees

	<p>project delay for some time. The Contractor was given an extension end date to May 5th 2020. Though some concerns were raised in regards to the project;</p> <ul style="list-style-type: none"> i. Water being released out is not 100% safe ii. The DG requested a pathogenic lab be established to test the water. iii. A churning machine be incorporated in the designs. iv. The wet area to have banana plants. <p>The project be 'crushed' so that it can beat deadline, by 31st March 2020 the project should be completed.</p> <p>It was resolved that a small committee be formed that will be mandated in monitoring all projects and be providing timely status.</p> <p>One member was concerned with the street lighting on the just completed highway-Kisumu-Kakamega -A1, if it was a responsibility of the Municipality or the lights will be installed by KeNHA. The CEC was tasked with the responsibility of following up.</p> <p>It was reported to the Board by the MM that the trucks that had been delivered earlier are in good shape and requested through the board to get drivers who will be seconded to the board, and be assigned duties of driving the trucks.</p>	<p>MM</p> <p>MM</p> <p>CEC,MM</p>
<p>6/17/01/20 RENTAL/PREMISES FOR THE SECRETARIAT/BOARD</p>	<p>The board was briefed on the progress in regards to rental premise for the office. The procurement section is in the process of finalizing the process. The board was informed that once the landlord signs the contract, the office will be handed to the board.</p> <p>The Chief Officer advised that all items that will be required in the office be</p>	<p>MM, Procurement</p>

	procured at the same time or a single tender.	
7/17/01/20 RECAP ON MAKUENI/MACHAKOS TRIP	The Municipal Manager to prepare and submit a report to the board during the next board meeting.	MM
8/17/01/20 BOARD MEMBERSHIP STATUS	Two members were to relinquish their positions in order to accommodate the Chief Officer and the CECM.	
9/17/01/20 CHANGES IN PROJECT PRIORITIES IMPACT.	<p>The board resolved that solar or KPLC lights which are closer to high mast lights be relocated to other places which they can be useful, Technical committee to table report during the next board meeting on the status and also the garbage bins are to be relocated to locations which will have more impact.</p> <p>Mukuli Road be done under this financial year after the CEC carrying out consultations with KURRA. The road has high traffic and it impacts positively on the Municipality in that it's within the Town.</p> <p>The CEC briefed members on the plans they had in regards to repossession of Kasarani land, it came out clearly that the land will be levelized, murramed (walking paths) and fenced, this should be done by latest 31st Jan 2020</p>	<p>MM</p> <p>CEC</p> <p>CEC</p>
10/17/01/20 PUBLIC FORA EXECUTION	It was resolved that the Municipal Manager and the secretariat take charge on organization and execution of public Forums.	
10/17/01/20	The Municipal Manager explained to the	

PRODUCTION OF A DOCUMENTARY	Board the reason of having a documentary as it will inform the whole public on the activities/projects that are being undertaken by the Vihiga Municipality. It will act as a publicity. The Documentary will have three phases; Documenting before, on progress and after the completion of the project. The board resolved to have a Municipality documentary.	
11/17/01/20 AOB	<ol style="list-style-type: none"> 1. The Board to write to the Chief Officer in regards to the outstanding allowances. 2. Municipal Board account be opened and the budgeted amount be deposited in the account. Opening of the account be done after consultation with the CEC finance, Chair Finance Committee on required requirements. 3. A three-day induction between Officials from KUSP and the County Executives plus MCAs (under lands Committee) be organized. 4. The process of gazetting the Municipal charter be concluded within the shortest time. 	<p>Mr Ahuga</p> <p>Chair Finance Committee</p> <p>MM</p> <p>Mr Ahuga</p>
12/17/01/20 ADJOURNMENT	The meeting was adjourned with a prayer at 18.30hrs	Mr Seth Mbale

CHAIRPERSON..... DATE.....

SECRETARY..... DATE.....