

**MINUTES OF A SPECIAL MEETING OF THE VIHIGA MUNICIPAL BOARD HELD ON
5TH JUNE 2019 AT CIALA RESORT FROM 5.00PM**

PRESENT

1. DORCAS WODERA - CHAIR (HR)
2. LUCY IJAI - CHEFF OFFICER
3. ISAAC NYAMWENO – PLANNING
4. SETH AMBALE - AUDIT
5. DAVID KIKAYA - FINANCE
6. MWANAIDI ABDI - ICT
7. CAROL ANDAHI - SOCIAL SERVICES
8. DUNCAN KURIA - ALTERNATE MEMBER (C.E.C.)
9. JAIRUS AMAYI - AG. MUNICIPAL MANAGER
10. ANDREW AHUGA - SECRETARY

ABSENT WITH APOLOGY

1. ENG. JOSPHAT AMADI - CHAIR
2. NICK SIMANI - SUPPLY CHAIN

AGENDA

1. SECRETARIAT
2. OFFICE SPACE
3. STATUS IMPLEMENTATION ON WASTE COLLECTION & DISPOSAL PLAN.
4. PLANNING & BUDGETING

Min. 1. 05/6/19 SECRETARIAT

The meeting noted the official appointment of Dr. Jairus Amayi to the Board as Acting Manager with immediate effect.

The chair also noted that four members of staff had been seconded to the Board Secretariat, namely;

1. Wilberforce Lumumba- Administration
2. Richard Omukuya - Finance
3. Sylvia Tekei - Audit
4. Lee Jumba - Economic Planning

The meeting learnt that the total number of staff expected to be seconded is Six (6). Members requested the acting Manager to ensure that all seconded staff have official letters with terms of service.

2. OFFICE SPACE

During the meeting of 24th May the Board had resolved to procure office space at Queens Arcade. In the process of pursuing implementation of the resolution it was confirmed that Queens Arcade was not available as the Vihiga County Public Service Board had already honoured its agreement to procure the same. This was confirmed by the Chief Executive officer of the CPSB who was contacted on phone and explained that they were now at the stage of procuring furniture for offices at Queens Arcade and that there were sufficient funds.

The meeting then resolved to procure the only available alternative i.e. first floor of Dawn Towers. And requested the chief officer to fast track the lease agreement and procurement of the same for the Municipal Board in light of the need for the secretariat to have a working area.

3. STATUS REVIEW ON IMPLEMENTATION OF WASTE COLLECTION & DISPOSAL PLAN.


The meeting noted of the greater steps that had been in made in relation to implementation of waste collection and disposal plan. It was reported to the board that, necessary plans were underway to ensure the municipal board Purchases a compacting, a skip loader truck, an exhauster truck and also The municipal board is in collaboration with the department of Physical Planning, Lands and Housing had advertised, tendered and awarded works for the construction of wetland and also garbage collections bins were awaiting delivery.

4. PLANNING AND BUDGETING

The meeting noted the huge strides that had been made during the workshop at CIALA RESORT from Monday 3rd to Wednesday 5th June 2019. However in order to complete the exercise members sought to meet with the consultant who is dealing with beautification and roads projects within the municipality. This is in order that he can put the Board in the picture, concept and design. Once the Board conceptualizes the projects the Board can then make informed decisions in approving the plans and budget process.

The meeting therefore resolved:

- (a) That the chief will invite the consultant at the earliest opportunity.
- (b) That the secretariat organise for a workshop w.e.f. Wednesday 12th June to Friday 14th June 2019. Having budgeted for kshs. 10 million proposed for the Board in 2019/2020 County budget, it was necessary to budget for the Urban Institutional Grant(U I G) and Urban Development Grant (UDG) within this month of June, thus the need for the 3 days workshop.

Signed-----  - Eng. Arredi

Chair
Signed----- 
Secretary