

MINUTES OF A FULL BOARD MEETING HELD ON THURSDAY 30TH SEPTEMBER 2021 AT
THE MUNICIPAL BOARDROOM, DAWN TOWERS AS FROM 10.30 AM.

PRESENT

No	Name	Title	Detail
1	Mdm. Dorcas Wodera	Board Vice Chair	Chair – H. R.
2.	Hon. Henry Lumbasio	Member	CECM PPLH&UD
3.	Mr. Clement Manyulu	Member	C. O. PPLH&UD
4.	Prof. David Kikaya	Member	Chair = Finance
5.	Planner Isaac Nyamweno	Member	Chair - Technical
6.	Mr. Nickson Simani	Member	Chair - Supply Chain
7.	Mdm Caroline Andahi	Member	Chair =Social Services
8.	Mr. Seth Ambale	Member	Chair - Audit
9.	Hon. Andrew Ahuga		Municipal Manager

ABSENT WITH APOLOGY

No	Name	Title	Detail
1.	Eng. Josphat Amadi	Board Chairman	

IN ATTENDANCE

No	Name	Title	Detail
1.	Mwanaidi M. Abdi	Secretariat	Administrator

AGENDA

1. Opening Prayer
2. Chairman's Remarks
3. Introductions
4. Minutes of the Previous Meeting (11/03/2021)
5. Matters Arising
6. Items for Cabinet
7. Committee Assignments
8. Proposed Annual Work Plan F/Y 2021/2022
9. 2021/2022 Budget Proposal for Supplementary 1
10. Kusp Updates FY 2018/2019 and 2020/20221
11. Adjournment
12. Closing Prayer

MINUTE	DESCRIPTION	ACTION
Min.1/30/21 OPENING PRAYER	An opening prayer was said by Mr. Seth Ambale at 10.30am	
Min.2/30/21 CHAIRMAN'S REMARKS	The chairperson acknowledged the presence of all the Board Members and welcomed Hon. Henry Lumbasio, CECM and Mr. Clement Manyulu, Chief Officer. She noted that through their full support the Board and the Municipality will achieve their mandate. The CECM requested for a special Board meeting on the review of the strategic plan and also a data bank for all the minutes for reference purposes. The Chief Officer pledged his full support to the Board and the municipality at large.	
Min.3/30/21 INTRODUCTIONS	<p>The chairperson welcomed the CECM and the CO and introduced them to other members of the Board who also introduced themselves.</p> <p>CO was glad to have met the Board members for the first time and assured them that he would work closely with them to ensure most of their needs are met and implemented.</p> <p>Hon. Lumbasio noted that the Board composition was not gender sensitive and hoped that it would be observed and returned to the initial set up.</p> <p>The CECM also disputed the law on membership of the CECM to the Board and advised initiation of action from Vihiga to the National Government to address the issue.</p> <p>The CECM asked the Board to observe the number of mandatory meetings that the Board should have which is a maximum of 4 meetings in a year. He also addressed the issue of staff composition and noted that it had taken longer than expected to be implemented and asked the Manager to take up the issue to his office for follow up.</p> <p>The CECM asked the Board to operate fairly among all the four towns i.e. Mbale, Majengo, Chavakali and Mudete in order to avoid concentrating all the resources in one town.</p> <p>He touched on transfer of functions & especially the</p>	

	<p>revenue collection process within the municipality as a priority for the Board.</p> <p>Examples of other counties that had already transferred their functions to their respective Municipalities are Kirinyaga and Makueni. He also raised a need for land acquisition in order to establish a public market following encroachment of traders to the public places such as pedestrian walkways and pavements.</p>	
<p>Min.4/30/21</p> <p>MINUTES OF THE PREVIOUS MEETING</p>	<p>The Manager took the members through the minutes of the special meeting held on 11th March 2021 which were proposed by Isaac Nyamweno and seconded by Seth Ambale.</p>	
<p>Min.5/30/21</p> <p>MATTERS ARISING</p>	<p>It was noted that the issue of elevating the Municipal Manager to job group R as per what other counties had done had not been implemented since the committee in charge had not met since the last meeting. The Board resolved that the HR committee to draft a letter to the CECM on the same as soon as possible and ensure that it is implemented.</p> <p>The Board also noted that the issue of appointing the Manager as the accounting officer had not been implemented even after the Manager met the CECM of Finance on the same. The Board resolved and advised the Manager to draft a correspondence with the help of the Principal Legal Officer for CECM Finance through the Department for this provision to be implemented.</p> <p>It was also clear that the Board's directive on retainer was not met despite drafting a letter to the former CECM. The Board resolved that another letter be drafted to the current CECM who would ensure that it is taken to the cabinet for approval.</p> <p>The Board gave a directive on changes of the signatories of any letters written on behalf of the Board from the Chairman to the Manager since the Manager is the C.E.O. of the Municipality. The Chairman was only to sign the minutes of the Board.</p>	

	<p>The Board also noted that their requisition on casuals and staff recruitment had not been met despite drafting a letter on the same to the former CECM. The CECM PPL & H requested the Manager to draft another letter to him through the relevant channels to be forwarded to cabinet. The Chief Officer reminded the Manager to ensure that all the staff recruited go through the County Public Service Board.</p> <p>It was noted that the issue on retainer had not been implemented or captured in the budget despite submitting a letter to the former CECM. The Chief Officer assured the Board that the issue will be captured in the next budget</p> <p>The Municipality had received visitors from Kitale and Wote municipalities who shared with us more on their structures organogram and achievements.</p> <p>The Board recommended that all the pending letters that were passed by the Board be drafted and handed to the CECM who would ensure that they are taken to the cabinet.</p> <p>The Board emphasized on having a good communication relationship between the Manager, CO and CECM.</p>	
<p>Min.6/30/21 ITEMS FOR CABINET</p> <p>a) Revised Municipal Charter</p> <p>b) Vihiga Municipality Organization Structure (Organogram)</p> <p>c) Staff Requisition for Municipality</p>	<p>The manager confirmed that the revised Municipal Charter was complete and has been shared with the Department. A copy was to be sent to the CECM'S office</p> <p>The Board had also reviewed the organogram and adopted it.</p> <p>The Board resolved that the Department should replace relevant staff to the Municipality since the ones seconded earlier are not performing as per the Board's expectations. However, the Board appreciated the recently seconded staff and</p>	

	<p>volunteers. (see minute 11/30/21)</p> <p>It was also noted that since the former procurement officer's contract ended, there has been no one appointed to work for the Municipality in the procurement office. The Board asked the Department through the CO and CECM to second a full-time procurement officer answerable to the Board through the Manager.</p> <p>The Manager confirmed that that the cabinet memos on transfer of functions were prepared and copied to the former CECM who never responded. The CECM advised that the manager makes a reminder on the same to his office.</p>	
d) Transfer of Functions	<p>It was noted that the retainer was not captured in the budget but was to be considered in the preparation of the supplementary budget that was yet to start. A letter was to be drafted to the CO including the proposed figures for approval and implementation.</p>	
e) Vihiga Municipal Board's Retainer Allowance	<p>The Manager was mandated to consult with the C.O. to confirm the status of the Municipality Budget Vote and report back.</p>	
f) Municipality Budget Vote Through Departments Budget	<p>With the need raised to recruit staff to the municipality, it was noted that there were no wages and salaries captured in the budget for the Municipality.</p> <p>The CO assured the Board that they would set up the vote and also mentioned that their Board allowances, seminars and workshops were captured in the budget</p>	
Min.7/30/21 COMMITTEE ASSIGNMENTS	<p>The Board resolved that the committees meet and discuss on the assignments then present them to the next Full Board Meeting.</p> <p>The dates set for the committee meetings were as follows; Finance committee - 4/10/2021 Technical committee - 5/10/2021 Human resource committee - 6/10/2021</p>	

	<p>The Board also set dates for the first Public Participation as follows;</p> <p>02/11/2021 03/11/2021 04/11/2021</p>	
<p>Min.8/30/21 PROPOSED ANNUAL WORK PLAN</p>	<p>The Board went through the proposed work plan and made the changes on the document and requested the Manager to include the changes and present.</p> <p>The changes were as follows:</p> <ul style="list-style-type: none"> • The Board resolved that the process of transfer of functions should be included as an activity. • The Board also suggested that the cost of planning to be included in the work plan as a requirement. 	
<p>Min.9/30/21 2021/2022 BUDGET PROPOSAL FOR SUPPLEMENTARY 1</p>	<p>It was noted that the estimates prepared by the Board committees in March 2021 for inclusion in the Department's budget were not captured in the approved budget despite having been shared with the Department.</p> <p>The Manager then consulted with the County Secretary, CECM Finance, Director Budget and was authorized to communicate the Boards interest through the Clerk to the County Assembly, Assembly committee of Lands, Housing and Physical Planning and eventually the County Assembly's Budget Committee.</p> <p>The Municipal Secretariat has, thereafter, prepared the Board's needs list alongside the work plan that was shared with the department for consideration during the first supplementary that is expected in case of a favorable court ruling</p> <p>The Board resolved that the C.O. should take up the issue and ensure that the programs of the Board feature in the first supplementary budget.</p>	
<p>Min.10/30/21 KUSP UPDATES</p>	<p>i) Proposed Upgrade of Mbale-Tsimbalo-Munoywa Road to Bituminous Standards</p> <p>The physical work done is 100% Certified fund paid - 95.02% of the contract sum of</p>	

	<p>148,122,801.20</p> <p>It was also noted that there was soil erosion due to large storm water volume.</p> <p>The contractor now claims her 50% retention that cannot be processed due to lack of funds therefore involving a lawyer.</p> <p>The Board resolved that the contractor should hold the T&I Department responsible and not the Municipality since the Municipality was not involved in the tendering process.</p> <p>ii) Proposed Access Roads, Footpaths and Side Drains at Mbale Urban Centre, Proposed Supply, Installation, Testing and Commissioning of Five 30m Monopole High mast Lighting</p> <p>Physical work done - 90%</p> <p>Fund certified paid 94.73%</p> <p>Pending works</p> <ul style="list-style-type: none"> • Installation of bollards • Paving with cabro between Mbale-Munoywa road junction and North-End and also entrance to the gate of the rural hospital • Restoration of the Vihiga Municipal yard that was utilized as the contractors yard/site • Installation of traffic/road signs • Grassing and top soiling in front of Pramukh shops as per the signed agreement on snag list by the contractor <p>It was also reported that the contractor pulled away his staff due to underpayment.</p> <p>The Board asked the Manager to follow up on the project and ensure that the contractor finalizes his work.</p> <p>Proposed Construction of Waste Water Wetland and Bio-Digester</p> <p>Works executed of 80%</p> <p>Amount paid 12,187,328.50 out of the contact sum of 15,141,291.50</p> <p>It was noted that the contractor claimed for extra works which were not on the tendered bills of quantities totaling kshs 7,697,769.40.</p> <p>Due to sluggishness of the contractor to execute the remaining works the technical team has</p>	
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	<p>recommended the termination of the contract.</p> <p>Proposed Beautification of County Hq Link-Road- Vihiga County Executed works 99% Amount paid 20,208,205.00 out of the contract sum of 22,453,561.00 The physical work progress achieved so far is at 99% The Board acknowledged the work despite all the challenges faced and recommended the contractor to make more effort to complete all defects including the introduction of shades on the wooden seats.</p>	
<p>Min.11/30/21 ADJOURNMENT</p>	<p>The Board instructed the office to organize for a benchmarking session as soon as possible on matters to do with by laws and committees. They recommended Kakamega and Mumias Municipalities.</p> <p>The Manager introduced the volunteers to the board as follows:</p> <ul style="list-style-type: none"> • Mwanaidi Abdi-Administrator • Emily Kenyani-Accountant • Gladys Muhonja-cleaner <p>The other volunteer absent was; Shereen Norah -Human Resource</p> <p>The Manager also introduced other seconded staff as follows;</p> <ul style="list-style-type: none"> • Miriam Amadi - Secretary (holding for Rose Oside) • Andrew Amadi - Principal Legal Officer <p>The Vice Chair welcomed the new volunteers and appreciated their sacrifice for the Municipality.</p>	
<p>Min.12/30/21 CLOSING PRAYER</p>	<p>The meeting ended at 6.22pm with a word of prayer from Isaac Nyamweno .</p>	

CHAIRPERSON: Loy J.O. Abundi SIGN: [Signature]

DATE: 22/11/21

SECRETARY: Andrew Ahuge SIGN: [Signature]

DATE: 22/11/21

**MINUTES OF VIHIGA MUNICIPAL BOARD FULL BOARD MEETING
HELD AT MUNICIPAL BOARDROOM ON 19TH JAN 2021 AS FROM
1000HRS.**

MEMBERS PRESENT

SNO	NAME	DESIGNATION
1	Eng. Josephat Amadi	Chairperson
2	Mdm Wodera Dorcus	Vice Chair
3	Ms. Lucy Ijai	Member/CO
4	Prof David Kikaya	Member
5	Planner Isaac Nyamweno	Member
6	Ms. Carol Andahi	Member
7	Mr Seth Ambale	Member
8	Mr Ahuga Andrew	Municipal Manager

IN ATTENDANCE

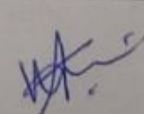
1	Lumumba Wilberforce	Admin/Secretary
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AGENDA

1. Opening prayer.
2. Chairman opening remarks.
3. Previous minutes
4. Matters arising
5. Progress reports and Committee agenda items from respective chairs
6. Adjournment



MINUTE	DISCUSSION	ACTION
VMB/MIN 1 Opening prayer	An opening prayer for the meeting was said by Mr Isaac Nyamweno.	
VMB/MIN2 Chairman Opening Remarks	<p>The chair opened the meeting by thanking the members who had turned up for the meeting. In his remarks, the</p> <ol style="list-style-type: none"> Municipality had to take up the initiative of covering up the open drainages along Kisumu-Kakamega highway in Mbale-Chavakali highway by casting slabs on top of them, they are posing a greater risk to the users of the road. The high mast floodlights which have been erected in different areas are serving the residents well however there is need to budget for two more extra. On the previous consultative meeting with the Governor, issues which were raised to be handled by the Technical committee of the Board. There is need to fix a date the following week where all issues which are surrounding the project shall be discussed before having a final meeting with the project contractor, but still on the same and Chief Officer and Technical Committee to get a brief from the Secretariat on what they had prepared in relation to the project. The board should get a report justifying the BQs of Beautification Phase II, the document which had been prepared by T & I should go through the Project Monitoring and Implementation Committee and later to Technical committee before being handed over to the Board 	
VMB/MIN 3 Previous Minutes	Previous meeting minutes were read by the Municipal Manager	
VMB/MIN 4 Matters arising	<ol style="list-style-type: none"> On Composition of the Board, the Chair stated that the Board is properly constituted as per UAC Act and the Municipal Charter, however the board member who volunteered to step aside is yet to be engaged by the County on a meaningful engagement. 	


 MUNICIPAL MANAGER
 Vihiga Municipality
 03 MAY 2021
 P.O. Box 344-50300, MARAGOLI

Still on the same; the Chief Officer reported to the board that the case of Ms. Mwanaidi is being worked on by the CECM for Lands and CECM Finance; however, the matter will be handled by following laid down procedures of Recruitment and placement.

The Board resolved that She be engaged on a three Months Contract as an accounts clerk (The CO and the Manager) shall work on drafting of the letter which shall outline the terms of engagement and remuneration. This was necessitated as a result of the CPSB taking sometime in providing a way forward over the same. She should report on duty by 1st Feb 2021.

**Municipal
Manager to
follow up
on the Case
of Ms.
Mwanaidi**

ii. Retainer Allowance

The retainer allowance should be captured in the County Fiscal Strategy paper. This will give room to the Board to be paid. The CECM is still handling the matter however during the Courtesy call to the County Secretary, the Chief Officer and the Chair of Finance committee shall still seek guidance from the County Secretary over the same.

The board had proposed the following rates;

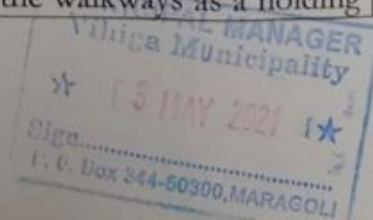
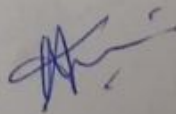
- a. Chairperson- 50,000 per month**
- b. Vice chair- 40,000 per month**
- c. Members- 30,000 per month**

Whereas the seconded staff be paid on a flat rate of an amount that shall be decided by the Municipal Manager and the Chief officer.

The Municipal Manager shared with the members that he had been nominated by Municipality Caucus to look into issues that are affecting the operations of Municipalities across the Country. A good number of Municipalities are yet to affect this kind of allowance.

iii. Resettlement of Traders

Traders were supposed to be resettled at land adjacent to St Claire's. Its documented in the Resettlement Action Plan however due to some delays, Municipal ground shall be used to resettle traders who are operating on the walkways as a holding



ground. This shall necessitate an emergency budget which shall be used to improve on the status of Municipal ground;

1. Construction of a modern toilet.
2. Fencing of the ground.
3. Installation of security light
4. Clearing and Leveling the ground.

On another point, the Chair stated that once the traders have been moved to safer grounds, the owners of Shops should be notified of the need of painting their shops with County colors, and also the Municipality should plan for having two pedestrians fly overs-Equity Bank and North End.

Resident
Eng./MM

iv. Road construction- Tsimbalo/Munoywa Road

The Chair directed that the Resident Engineer to avail reports for materials tests which had been undertaken during the process of road construction as 1.8Million had been paid to the Project consultant for the activity. The residents had launched complains that the cross culvert close to the bridge was directing storm water into their water spring hence making it unsafe for human consumption. The Resident engineer to provide instructions to the Contractor on how that can be sorted out.

Resident
Eng.

v. Beautification Phase I

Though this exercise has been completed still some issues need to be addressed;

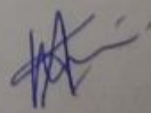
- i. The benches along hospital road should be incorporated with Shades which can obtained from MRM Kisumu.
- ii. To solve the drainage problem at the department of T & I, the road should be cut into two halves, and install culverts (Resident engineer to provide instructions to the Contractor)

Resident
Eng./MM

vi. Beautification Phase II

Instead of developing centralized parking, side parking will do better along asake plaza. The contractor should be given instructions by the Resident Engineer in order to start working on this.

Resident
Eng./MM



	<p>The department of environment to deploy cleaners to open up the water vents along the newly paved walkways; from st Claire's towards the market.</p> <p>vii. KUSP signage of Projects All KUSP projects within the Municipality both in the current financial year and the previous financial years should be labeled as per the instructions which were provided via communication from KUSP office in Nairobi.</p> <p>viii. Office space On office space, the board resolved to use the 2nd floor of dawn towers; therefore, the Municipal offices shall occupy 1st floor and 2nd floor of Dawn Towers.</p>											
VMB/MIN 4 Progress Reports & Committee agenda items from respective Chairs	<p>Human Resource Committee to have a three-day workshop in Kisumu; the agenda for the meeting shall be shared by the Vice chair. During the meeting they shall seek guidance of the CPSB, legal office and Director Human Resource.</p> <p>The Finance committee to have a discussion with the department in subject to development of Municipal Budget. One member from the finance committee shall be nominated to the departmental budget committee.</p> <p>The CO shall provide guidance on budget ceilings. The finance Committee shall have a meeting after the Human Resource workshop.</p>											
	<p>The Chair, advised members to form a Committee of Research; the committee shall be tasked to develop proposals which can be used to source for funds for Municipality;</p> <p>The Research Committee Members;</p> <table><tr><td>1. Prof David Kikaya.</td><td>-Chairperson</td></tr><tr><td>2. Madam Wodera Dorcus.</td><td>-Vice Chair</td></tr><tr><td>3. Mr Ahuga Andrew.</td><td>-Member</td></tr><tr><td>4. Mr Isaac Nyamweno.</td><td>-Member</td></tr><tr><td>5. Ms. Carol Andahi.</td><td>-Member</td></tr></table> <p>The committee shall be reporting its findings to the Governor and the Board.</p> <p>During the special board meeting of 11th February 2021, the Committee shall report to the board on;</p>	1. Prof David Kikaya.	-Chairperson	2. Madam Wodera Dorcus.	-Vice Chair	3. Mr Ahuga Andrew.	-Member	4. Mr Isaac Nyamweno.	-Member	5. Ms. Carol Andahi.	-Member	
1. Prof David Kikaya.	-Chairperson											
2. Madam Wodera Dorcus.	-Vice Chair											
3. Mr Ahuga Andrew.	-Member											
4. Mr Isaac Nyamweno.	-Member											
5. Ms. Carol Andahi.	-Member											


 MUNICIPAL MANAGER
 of the Municipality
 13 MAY 2021
 P. O. Box 344-50300, MARAGOLI

	a. Thematic areas they intend to cover b. Which methodologies they intend to use. c. Which models will guide their research?	
VMB/MIN 5 Adjournment	The meeting was adjourned at 1840hrs with a prayer, next meeting shall be on 11 th Feb 2021.	

CHAIRPERSON Eng. J.O. Amadi

DATE 11/2/2021

SIGNATURE [Signature]

SECRETARY [Signature] Andrew Anya

DATE

SIGNATURE [Signature]



**MINUTES OF A SPECIAL VIHIGA MUNICIPAL BOARD HELD AT DAWN
TOWERS ON TUESDAY 11TH MARCH 2021 FROM 11.00AM**

NO	NAME	TITLE	DETAIL	PRESENT	ABSENT
1	Eng. Josphat Amadi	Chairman		✓	
2	Mdm. Dorcas Wodera	Vice chair	HR	✓	
3	Mdm Lucy Ijai	Member	C.O	✓	
4	Mdm Carol Andahi	Member	Social Service	✓	
5	Planner I Nyamweno	Member	Technical	✓	
6	Mr Nick Simani	Member	Supply Chain	✓	
7	Princ. Seth Ambale	Member	Audit	✓	
8	Prof Amb. David Kikaya	Member	Finance	✓	
9	Hon Andrew Ahuga		Mun Manager	✓	

ABSENT

1	Hon Paul Mbuni	Member	CECM		✓
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IN ATTENDANCE

1	H.E Hon Dr Patrick Saisi		Deputy Governor	✓	
2	Mdm Esther Andisi		Princ Legal Officer	✓	
3	Dr Jairus Amayi		Econ Advisor	✓	
4	Mr. Wilberforce Lumumba		Administrator	✓	
5	Miss Salome Jerida		Taking Minutes	✓	

AGENDA

1. PRAYER
2. REPORTS
 - a) Report on HR Committee
 - b) Research Committee Report
 - c) Handing and Taking over report
 - d) Finance Committee report
 - e) Report on revised Municipal Charter
 - f) Report on transfer of functions
 - g) Report on KUSP NCPT visit to Vihiga Municipality
 - h) Technical Committee report
3. Closing remarks-
 - Signing of minutes
 - Visiting Boards
4. Closing prayer

MINUTE	DISCUSSION	ACTION
MIN.1.VMB/11/02/21 PRAYER	The meeting commenced at 11.00am with a word of prayer from the Vice Chair,	DORCAS WODERA
MIN.2.VMB/11/02/21 REPORTS REPORT ON H. R COMMITTEE WORKSHOP Organogram	<p>The Human Resource consultant, Mr., Malenya spelt out procedures on how to recruit and employ staff,</p> <p>He further advised that the Municipal Manager be elevated to job group 'R' as per what other Counties have done.</p> <p>The Board members went through the organogram that had been constructed at the Workshop and the accompanying HR report.</p> <p>Members suggested some adjustments and fine tuning of the organogram. The Board therefore selected the Vice chair, the principal legal</p>	H. R.

	<p>officer, Mdm Esther Andisi, and the Manager to come up with a final copy of the HR workshop report. It was decided that the HR. Committee members to meet on 12th February 2021 in the afternoon after which Mdm Andisi would have gone through the report and come up with and Executive summary of the organogram to be done in an A3 paper. The Chairman advised on colour prints and good job titles to be given.</p>	
<p>Accounting Officer</p>	<p>The Board noted that the Constitution of Kenya, supported by articles 148 and 170 of the Public Finance Management Act, provided for the administrative in charge of a County Government Entity to be designated by the C.E.C.M Finance as accounting officer for that entity.</p>	<p>LEGAL</p>
<p>Retainer</p>	<p>The Board resolved and advised the County Principal Legal officer to draft correspondence from the Board Chair to the C.E.C.M Finance, through the relevant channels, for this provision to be implemented, the letter to be ready by Monday 15th Feb 2021.</p> <p>A member raised the issue of retainer that had been discussed at the workshop. It was made clear that the consultative meeting previously held with the executive had advised the department to come up with recommendations that would be presented to the cabinet for consideration based on the budget.</p> <p>A team comprising of the Chief Officer, Finance Chair and Supply Chain Chair was charged with visiting the County Secretary on this agenda and to report on Monday 15th Feb 2021.</p> <p>Meanwhile the team would draft a memorandum through the C.E.C.M PPL&H for the cabinet.</p>	<p>CHIEF OFFICER</p>

<p>MIN26/VMB/11/02/21</p> <p>RESEARCH COMMITTEE REPORT</p>	<p>Board members agreed to meet on Monday at 10.00am to approve the HR. report.</p> <p>The chairman of the newly formed Research Committee read out the names of members constituting the committee.</p> <p>The committee had set terms of reference and identified activities to be considered.</p> <ul style="list-style-type: none"> - Starting with operationalization of the research office. - He advised that they look for more funding bodies apart from the World bank. - Identify higher education bodies to work with, by writing proposals, in order to win funding. - Establish a comprehensive data bank. - Vihiga Municipality should have an active website and he suggested that - an ICT expert should be sourced to work on that. - ICT department to do statistics analysis to identify all shops within the Municipality and computerize revenue collection. <p>The municipal manager assured the meeting that a volunteer ICT staff had been identified</p> <ul style="list-style-type: none"> - The Municipality should come up with a water plant that will help serve the people within the Municipality with clean water. - Inherited assets from the defunct Municipality to be identified and repossessed. <p>The Chairman came up with three proposals:</p> <ol style="list-style-type: none"> 1. The Municipality should be funded to build at least four libraries and Write a proposal to UNESCO to look at libraries 	<p>N. SIMANI</p> <p>PROF. AMB. DAVID KIKAYA</p>
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	<p>2. Waste management. Why we need escalate it to a proposal for funding.</p> <p>3. Recreation Centre required. Approach UNESCO and liaise with former MP of Shinyalu to give suggest donors.</p> <p>Songs culture isukuti tradition</p> <p>The research chair commended the research team for good job they were doing.</p> <p>He further suggested that the Board should:</p> <ul style="list-style-type: none"> - have a permanent grant writer (scouting). - Look for affordable housing material i.e. we should have material testing lab in the Municipality. <p>Principal Seth observed that we have a water plant at Lunyerere that should be made into an income generating asset. Planner Nyamweno to come up with a report on the methodology to use.</p>	<p>N. SIMANI</p> <p>NYAMWENO</p> <p>PROF. KIKAYA</p> <p>NYAMWENO</p>
<p>MIN.2c/VMB/11/02/21</p> <p>HANDING AND TAKING OVER REPORT</p>	<p>Former Ag. Municipal manager Dr. Jairus Amayi was present for the handing over exercise. The exercise was not done because of the absence of the Chief Officer.</p> <p>The Board resolved that the matter to be discussed by the H.E Governor.</p>	CHAIRMAN
MIN.2d/VMB/11/02/21	Allocation of 5.6 million for salaries and wages to be spent before end of the current financial year. It was resolved that a copy of Municipality	

FINANCE COMMITTEE REPORT (BUDGET)	<p>budget and the recruitment proposal should be forwarded to the County public Service Board to help the Board in allocating the number of staff that will be employed.</p>	<p>MANAGER</p>
<p>Casuals</p>	<p>The Board Chairman asked the Manager to immediately make a requisition to cater for recruitment of casuals as per recommendations made at the workshop.</p>	<p>MANAGER</p>
	<p>Vihiga County Public Service Board H.R, rep., Dr. J. Akech, advised on procedures for recruitment. The Board agreed to thrash out all HR details when the two Boards interface at the proposed retreat,</p>	<p>MANAGER</p>
	<p>Finance chair reported that all the Board Committees had submitted their proposal programs and related budgets for FY2021/22. The total Municipality estimates totaled Kshs117,016,480</p>	
	<p>The meeting resolved that the proposal prepared by the HR Committee for engagement of casuals for enforcement and maintenance of beautification within urban area to be implemented.</p>	
	<p>The casuals should be engaged over the remaining months of the financial year 2020/21 under the available budget.</p>	<p>CECM</p>
<p>Min. 2 e/VMB/11/02/21 REPORT ON REVISED MUNICIPAL CHARTER</p>	<p>A final copy of the municipal charter to be submitted on Monday 15th Feb 2021 to the County Secretary.</p> <p>Some changes were made to the charter i.e., section 9(pg 11)</p> <p>Section 9(s)about documentation.</p>	

	<p>Article 11 which says the CECM and C.O cannot be appointed as chairperson or Vice Chairperson of the board.</p> <p>Section 14(about remuneration)</p> <p>The board was to come up with a proposal over the allowances to be forwarded to the executive committee to be tabled. Money and budget issues be handled by an accounting officer.</p> <p>Board members resolved that the CECM should designate the Manager as the accounting officer.</p> <p>A letter should be written to him over the designation.</p> <p>Section 21(4) By-Laws</p> <p>The Chairman requested that Board Members plan for a day to discuss the By-Laws</p> <p>Secretariat to identify the By-Laws that can be adopted.</p> <p>Members suggested a meeting with the Department of trade industry, Tourism & Entrepreneurship over the traders on streets. The Manager to coordinate this with Chief Officer</p> <p>The chairman proposed that someone from the chambers of commerce should be invited on Monday</p> <ul style="list-style-type: none"> • Section 23(Functions of the Manager) <p>Board members came to an agreement that the manager 's contract shall be for three (3) years renewable once depending on performance.</p> <p>Mdm Andisi suggested that the board members should come up with a process on the removal of a board member.</p> <ul style="list-style-type: none"> • Position of an Ag. Manager; section (27) 	<p>MANAGER</p>
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<p>MIN2f/VMB/11/02/21</p> <p>REPORT ON TRANSFER OF FUNCTIONS</p> <p>MIN 2g/VMB/11/02/21</p> <p>REPORT ON KUSP NPCT VISIT TO VIHIGA MUNICIPALITY</p> <p>VIHIGA MUNICIPAL SPECIAL BOARD MEETING CONTINUATION ON MON 15TH FEB 2021 FROM THURSDAY FEB 2021</p> <p>Organogram</p> <p>Charter</p>	<p>The person will have limited authorities and duties as delegated by the Board from time to time.</p> <p>Transfer of functions:</p> <p>The board resolved that a letter to be done and attached for approval by the Executive and an order by H.E Governor. The letter to be ready by Monday 15th February 2021.</p> <p>The Board Chair requested the Manager to improve on the report substantially in order that it could be suitable for presentation to H.E.the Governor.</p> <p>Due to time the Agenda was carried forward to Monday 15th Feb 2021 where additional reports and accompanying letters would be tabled.</p> <p>The HR Committee together with legal officer met on 12TH February as directed and prepared an executive summary of the Vihiga Municipality Board Organogram on A3 folio.</p> <p>The Organogram accompanied by corresponding job titles and budgets was tabled ready for sharing with</p> <ul style="list-style-type: none"> - The C.P.S.B - H.E.T HE Governor - Benchmarking Boards - The treasury for CFSP <p>The Final revised version of the Municipal Charter was tabled to the Vihiga Municipal</p>	
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Transfer of functions	Board for onward transmission to H.E the Governor.	
Retainer	<p>The letter of instruments for transfer of functions was tabled by the legal officer and adopted by the Board for onward transmission to H.E the Governor</p> <p>The team assigned to engage the County Secretary on retainer allowance reported not to have met with the CS due to unavailable circumstances. However, the letter drafted for the attention of the C.E.C.M to cabinet was prepared for final touches by the principal legal officer and onward transmission.</p>	
<p>MIN 2h/VMB/11/02/21</p> <p>TECHNICAL COMMITTEE REPORT</p>	<p>The chair Finance Committee who had represented the Chair technical committee onsite inspection of the ongoing KUSP project on proposed access road, footpaths, side drains and installation of High mast floodlights with Chaju Builders Ltd. He consequently chaired a meeting attended by the contractors (Chaju B ltd) the technical team from transport & Infrastructure(T&I) department, presented his report to the Board and the report was adopted and for further reference.</p> <p>A letter regarding an application by the Board Chair for designation of an accounting officer for Vihiga Municipality was tabled by the Principal Legal officer and approved for the Chairman's signature.</p>	
<p>MIN 2i/VMB/11/02/21</p> <p>CLOSING REMARKS</p> <p>Benchmarking</p>		

	<p>i)The Chair constituted a committee comprising of the Vice Chair, Mr. Simani, Mdm Andahi and the Manager to plan for Municipal Boards that were due to visit Vihiga Municipality for Benchmarking on Thursday 25th Feb 2021</p> <p>ii)The meeting directed that all minutes for Full Board, Special Board and Board Committee meetings pending signature need to be confirmed and signed as per procedure.</p> <p>A closing prayer was said by Princ. Seth Ambale at 7:00pm</p>	<p>Princ. Seth Ambale</p>
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Compiled by:

Chairman: *Eng. Amos*

Sign: *[Signature]*

Date: *30/9/21*

Secretary: *[Signature]*

Sign: *Andrew*

Date: *30/9/21*

