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MINUTES OF A SPECIAL BOARD MEETING HELD ON 15TH MAY, 2023 AT THE MUNICIPAL BOARDROOM AT DAWN TOWERS AS FROM 10:00 AM.

PRESENT

No	NAME	TITLE
1.	ENG. JOSPHAT AMADI	CHAIRMAN
2.	MDM. DORCAS WODERA	VICE CHAIR
3.	MR. HEZEKIAH NGANYI	MEMBER
4.	DR. ISAAC NYAMWENO	MEMBER
5.	MR. SETH AMBALE	MEMBER
6.	MR. NICHOLAS SIMANI	MEMBER

ABSENT WITH APOLOGY

No	NAME	TITLE
1.	HON. JULIUS MARUJA	MEMBER
2.	MDM. CAROLYNE ANDAHI	MEMBER
3.	PROF. DAVID KIKAYA	MEMBER

IN ATTENDANCE

NO	NAME	TITLE
1.	AKOSA CAROLINE	ENVIRONMENTALIST

AGENDA

1. PRAYER
2. CHAIRMAN'S REMARKS
3. INTRODUCTION OF ACTING MANAGER
4. MUNICIPALITY STAFF
5. STATUS REPORT ON MUNICIPAL STRATEGIC PLAN
6. PREVIOUS MINUTES OF 4TH APRIL 2023
7. MATTERS ARISING
8. CLOSING PRAYER/ADJOURNMENT

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MINUTE	DESCRIPTION	ACTION
VMB MIN 1/15/05/2023 OPENING PRAYER	Opening prayer was done by Dr. Isaac Nyamweno at 2pm.	
VMB MIN 2/15/05/2023 CHAIRMAN' S REMARKS	Confirmation and adoption of the Agenda by members. Chairman's Remarks The Chair welcomed the Members of the Board to the meeting and thanked them for availing themselves on short notice. He stated that the meeting scheduled for 4 th May 2023 could not happen hence was pushed to 15 th May 2023. The outgoing Manager's term expired on 4 th May 2023 and a letter was written to CECM PPL&H and a copy to CPSB, H.E Governor and Director HR for request of acting Manager pending substantial filling of the Managers' position.	
VMB MIN 3/15/05/2023 INTRODUCTION OF ACTING MANAGER	The Municipal Board through the Department of Physical Planning Lands and Housing was able to get an acting Manager after the expiry of the outgoing Managers' contract on 4 th May 2023. Mr. Hezekiah Nganyi (Acting Manager) introduced himself to the Board and stated that he'll spearhead development of Urban A reas and he's looking forward to good engagement with the Municipality. Board Members welcomed the Acting Manager stating that they'll work in unison to ensure prosperity of the Municipality. Vice Chair stated that the Municipality has it's unique challenges like personnel and office space which needs to be tackled.	

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VMB MIN 4/15/05/2023 MUNICIPAL STAFF	<p>An oversight was made in the handing over minutes where two volunteer staffs were not captured (Vincent Odana- ICT and Violet Tsindoli- Support staff). Chairman directed that they be captured in the report.</p> <p>Circumstances in which Wilberforce Lumumba and Phares Adamba left the Municipal office should be looked in to.</p> <p>Mr. Eboso Arthur was deployed to the Municipal office as the Human Resource Officer.</p>	Manager
VMB MIN 5/15/05/2023 STATUS REPORT ON MUNICIPAL STRATEGIC PLAN	<p>The proposed Strategic Plan workshop which was to take place on 18th-21st April, 2023 was declined until payment of the Consultant is made.</p>	Manager to act on and give a report in the next Board meeting.
VMB MIN 6/15/05/2023 PREVIOUS MINUTES OF 4TH APRIL 2023	<p>Previous minutes of 4th April 2023 were read by Municipal Manager. It was adopted by Princ. Seth Ambale and seconded by Dr. Isaac Nyamweno.</p>	
VMB MIN 7/15/05/2023 MATTERS ARISING	<p>A letter needs to be drafted to Sosa Cottages for them to share recommendations concerning beautification of Majengo roundabout.</p> <p>It was resolved that the Bill of Quantities of the Embankment and Fencing of the Waste Water Wetland and Bio Digester should be presented in the next Board meeting.</p> <p>Quotations should be available for utilization of 4.19M for UDG.</p> <p>The Board resolved that the Municipal Manager review the approved Municipal Organogram, budget and work plan before presenting to HE the Governor.</p>	Manager
VMB MIN 8/15/05/2023	<p>The Board proposed that the next full Board meeting to be scheduled on 19th May, 2023.</p>	

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CLOSING PRAYER/ ADJOURNMENT	The meeting was closed with a word of prayer by Mr. Nicholas Simani at 5pm.	
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CHAIRPERSON:

NAME: Fr. J. D. Amschi
SIGN: [Signature] DATE: 8/6/2023

SECRETARY:

NAME: Mr. Jhu Gra Andrew
SIGN: [Signature] DATE: 8/6/2023

MINUTES OF THE HANDING OVER- TAKING OVER FOR THE MUNICIPAL MANAGER'S POSITION HELD ON THURSDAY 6TH APRIL, 2023 AT THE MUNICIPAL BOARD'S OFFICES-DAWN TOWERS

PRESENT

NAME	POSITION
Dorcas Wodera	Vice Chairperson for VMB
Hezekiah Nganyi	Ag. Chief Officer (PPLH&UD)
Andrew Ahuga	Outgoing Municipal Manager
Secretariat	Vihiga Municipal Board secretariat
Evans Serevwa	Ag Administrator

AGENDA

1. Prayer
2. Municipal Manager's handing over report
3. Handing over process
4. Staff briefing
5. Closing remarks & prayer

MIN: 1/6/4/2023: PRAYER

The meeting started at 1430 hrs with a word of prayer by Ag. C.O, members present introduced themselves before commencement of the matters of the day.

MIN: 2/6/4/2023: MUNICIPAL MANAGER'S HANDING OVER REPORT

As per the board meeting held on 4th March 2023, it was resolved that the final handing over report be submitted by the outgoing Municipal Manager on Thursday 6th April 2023.

The outgoing manager informed members that he had done amendments and additions to his report previously submitted to the Board meeting. Further adjustments were discussed and effected.

MIN: 3/6/4/2023: HANDING OVER PROCESS

After going through the amendments and additions on the Municipal Manager's report, the handing over and signing of the report and subsequent documents was done in the presence of the Vice Chairperson for the Vihiga Municipal Board and Ag. C.O. (PPLH&UD).

MIN: 4/6/4/2023 STAFF BRIEFING

Members of the secretariat present were informed that, the Municipal Manager was due for terminal leave at the end of his contract as provided by the rules and regulations from 3rd April 2023, necessitating someone to be in charge thus leading to the handing over process.

The handing over process had earlier been witnessed by the vice chairperson for the Vihiga Municipal Board at the Municipal Manager's office.
 It was the duty of the Board's secretariat to accord the incoming Ag. C.O. for the continuity of the activities of the board for the efficient service delivery.

MIN: 4/6/4/2023: CLOSING REMARKS & PRAYER

The following are the matters which came out of the meeting:

- a) The manager to do a report on the issues he suggests to be handled for the betterment of the Vihiga municipality by Friday 14th April, 2023.
- b) Municipal Board's secretariat volunteers staff who were stationed at the Municipal Board offices on account that they were sent by the County Public Service Board to be officially engaged on casual basis commencing 1st May, 2023 for a period of three months.

No.	NAME	POSITION
1	Emily Kenyani	Accountant
2	Hudson Mbayi	Procurement officer
3	Paul Lubang'a	Clerk of works
4	Maryline Afandi	Support staff

The meeting ended at 17.30hrs with a word of prayer by Violet Tsindoli.

Chairperson DORCAS M. WODERA Date 11/4/2023

Secretary [Signature] Date 11/4/2023

