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MINUTES OF VIHIGA MUNICIPAL BOARD MEETING HELD ON FRIDAY 12TH
JUNE 2020 AT THE DEPARTMENT OF PHYSICAL PLANNING, LANDS &
HOUSING BOARD ROOM AS FROM 11.00AM

NO	NAME	TITLE	DETAIL	PRESENT	ABSENT WITH APOLOGY
1	Eng. Josphat Amadi	Chairman		✓	
2	Mdm. Dorcas Wodera	Vice chair	HR	✓	
3	Hon Paul Mbuni	Member	CECM	✓	
4	Planner Lucy Ijai	Member	Chief Officer		
5	Ms Carol Andahi	Member	Social Service		✓
6	Ms Mwanaidi Abdi	Member	ICT	✓	✓
7	Planner I. Nyamweno	Member	Technical	✓	
8	Mr Nick simani	Member	Supply Chain	✓ (Virtual)	
9	Mr Seth Ambale	Member	Audit	✓	
10	Mr Andrew Ahuga	Municipal Manager		✓	
11	Pro. David Kikaya	Member	Finance	✓ (Virtual)	
	IN ATTENDANCE			✓	
12	H.E Dr. Patrick Saisi	DEPUTY GOVERNOR		✓	
13	Dr Jairus B Amayi	Outgoing Manager		✓	
14	Mr. W. Lumumba	Secretariat	Administrator/ Secretary	✓	
15	Eng Phares Adamba	secretariat	Engineer	✓	



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AGENDA

1. Opening Prayer.
2. Chairman's remarks.
3. Handing & taking over by Municipal Manager.
4. Previous minutes.
5. Matters arising.
6. Municipal budget 2020/21.
7. Municipal Annual investment plan & budget 2020/21.
8. Municipal Annual work plan 2020/21.
9. Municipal waste disposal policy.
10. Municipal Collection & disposal plan.
11. Delegation of functions & transfer of staff & resources from Executive to urban administration.
12. Update of UDG projects under implementation.
13. Municipal by laws.
14. Municipal land records.
15. Municipal Action plan.
16. Adjournment.

MINUTE	DESCRIPTION	ACTION
1/12/06/20 PRAYER	An opening prayer was said by Planner Isaac Nyamweno	
2/12/06/20 CHAIRMAN'S OPENING REMARKS	<p>The chairman thanked the board members for making time to attend to the meeting, congratulated Mr Ahuga Mwenesi for being appointed as a Municipal Manager.</p> <p>Also, on the same note, Deputy Governor who was in attendance was invited by the Chair of the board to make his remarks;</p> <ol style="list-style-type: none">a. The Government of H.E Wilbur Ottichilo will work closely with the board to ensure they deliver for the people of Vihiga.b. The Board should be informed on how much the projects are costing.c. The DG also informed the Board that	Municipal Board

	<p>they had sourced for a consultant who will be overseeing County projects, Beautification and road construction included. The Consultant will be paid by the County and not from the project funds. The Consultant will work hand in hand with the Resident Engineer (Eng. Phares Adamba).</p> <p>d. The board should develop a working & communicating structure.</p> <p>The Municipal Chair on his concluding remarks stated that the Board will be represented on the two projects (Beautification Phase II and Tsimbalo-Munoywa road construction) via the Municipal Engineer will work as a Resident Engineer, and also highlighted that Bill One of BQS funds in all the projects be deposited to Municipality Bank Account.</p>	
3/12/06/20 HANDING AND TAKING OVER	<p>Dr Jairus Amayi who is the outgoing municipal Manager was applauded by the Chair and the Board members for his steady steering of the board during his tenure as the acting manager.</p> <p>Dr Amayi thanked the County leadership, the CEC, CO and the board members for giving him support during his tenure.</p> <ul style="list-style-type: none">• Took the members through the status of ongoing projects, and the newly initiated projects.• The incoming manager to work with the secretariat to ensure the already existing projects e.g. Construction of wetland is completed within the specified contract extension.• Though the board will have a substantive manager, he assured him of his support whenever a need arises.• Dr Amayi also highlighted to the board that the process of relinquishing of services, resources and personnel from various department was undergoing as the preliminary stages had been concluded, i.e. collection of data. <p>The outgoing manager was not in a position</p>	

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to hand over to the incoming manager, as the Chair sought that the following be addressed before the exercise can kick on most probably on 18th June 2020.

That;

1. The outgoing manager to provide a detailed report and information about the existing projects in terms of; how much has been paid, remaining balance and when are works being concluded.
2. Account Bank balance for UDG as per day of handing over to the new manager and other financial statements.
3. Tax compliance records for already paid projects.
4. What is the status of board accommodation & secretariat i.e. office space et al.
5. The total amount for new projects i.e. Beautification Phase II and upgrade of Tsimbalo-Munoywa road to bituminous standard.
6. To present BQs for two newly awarded projects above.
7. To table Evaluation reports leading to award of the tenders for the said projects in No.4. above
8. Expenditure breakdown of the 10Million that was allocated to the board in the FY 2019/20.
9. To provide information on status of strategic Plan for Municipality.
10. To table to the floor of the meeting on how much the Department owes the Board in terms of sitting allowances from previous meetings.

4/12/06/20 PREVIOUS MINUTES	The minutes of 19/02/20 were not read	
5/12/06/20 MATTERS ARISING	We didn't have matters arising as Minutes for previous meeting were not read and confirmed.	

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6/12/06/20 MUNICIPAL BUDGET FY 2020/21	The Manager presented the budget which had been prepared by the secretariat to the board for adoption before the same if forwarded to the County assembly on Monday, 15 th June 2020. Upon deliberations the budget was adopted for the Board, its operations and expenditure will be lined as per the budget.	Municipal Manager
AGENDA 7-15 WAS POSTPONED TO NEXT MEETING.		
EMERGING ISSUES	<p>Municipal Chair-Eng. J.O Amadi</p> <ul style="list-style-type: none">a. Stated that there is a need to ensure we have a quality control system of funds to avert future financial problems.b. Municipal Engineer relationship with the Consultant of two projects be fostered as they need to work hand in hand.c. Set up clear supervision structures for the projects and reporting to avoid clashes among various quotas.d. The Contractor who undertook beautification phase I to redo the seats as they are of low quality (timber used), consider doing a canopy on top of the seats to shelter the users from rain or sunshine and to re-channel the pools of water close to the hospital gate, it doesn't show a good image as that road is considered as an entry to the County HQ.e. By laws that were presented by Municipal Manager, after a quick scan, the Chair stated due to the nature of the document, the Board couldn't adopt it as its to go along 'Mwongozo', The Municipal Charter. It's to be amalgamated with the above documents. This should be done with the help of Legal team. <p>CECM -Hon Paul Mbuni</p> <ul style="list-style-type: none">a. The board to work on having a linear channel of communication.	

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- b. The CEC will do whatever he can to make sure the board stands on its own (independent from the parent department).
- c. The office of CEC will do a cab memo to the Cabinet to jump start the process of relinquishing of services/functions resources and staff from earmarked departments as per Municipal charter.
- d. He stated that the board to consider conducting its sessions within the stipulated four (4) sessions within a financial year. Rest of the activities should be left to the secretariat to implement.
- e. The CEC to table to the next meeting an organizational structure that will followed during the implementation of the two projects. The CEC informed the board that he had appointed Eng. Phares Adamba as a Resident engineer for the ongoing projects.

ADJOURNMENT	The next meeting will be on 18 th June 2020, same venue. The meeting was adjourned at 1720hrs with a prayer from Ms. Mwanaidi Abdi.	
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FOR MUNICIPAL CHAIRPERSON
SIGNATURE.....
DATE.....

SECRETARY
SIGNATURE.....
DATE.....

ANTIPSYCHOTIC AGENTS

Overview and History

The original antipsychotic drugs were happened upon largely by chance and were tested empirically for their effectiveness. The first antipsychotic was chlorpromazine, which was developed as a surgical anesthetic. It was first used on psychiatric patients in the belief that it would have a calming effect. However, the drug soon appeared to reduce psychosis beyond this calming effect, and it is now believed that the reduction of psychosis produced by the drug is unrelated to the calming effect of the medication. The newer atypical antipsychotics are supposedly rationally designed drugs in which a theoretical understanding of both the condition to be treated and the effect of certain molecules on the body is used to develop potential new drug candidates.

The Phenothiazines:

The phenothiazines are the most widely used class of drugs for treating psychosis. The prototypical phenothiazine is Chlorpromazine (Thorazine), prior to its introduction as an antipsychotic in 1955, it was given to people prior to surgery, producing calmness, conscious sedation and disinterest and detachment from external stimuli. Examples of other phenothiazines includes

- Prochlorperazine
- Fluphenazine
- Trifluoperazine
- Thioridazine:

The phenothiazines are also also used to:

- Treat nausea and vomiting
- Sedate patients before anesthesia
- Delay ejaculation
- Relieve severe itching
- Manage psychotic component accompanying manic episodes
- Treat alcoholic hallucinosis
- Manage hallucinations or "bad trips" caused by psychedelic agents
- Manage impatient populations

Pharmacokinetics:

Chlorpromazine, the prototypical phenothiazine, is absorbed erratically and unpredictably from the gastrointestinal tract, with intramuscular injections increasing the efficacy of the drug by a factor of 4-10 times. It is rapidly distributed throughout the body, but due to extensive binding to body tissues, higher concentrations are found within the lungs, liver, adrenal glands and the spleen than in the brain. It has a half-life of 24-48 hours, with clinical effects of a single dose persisting for 24 hours, allowing for a daily dose at bedtime. Due to individual differences in plasma levels, based on drug absorption and metabolism, the therapeutic index is not used for dosage decisions, instead they are often based upon trial and error, in accord with efficacy and safety.

Pharmacodynamics:

Both the therapeutic and the most serious of the side effects, associated with the phenothiazines, are based upon them being competitive antagonists for dopamine (D), specifically the dopamine₂ receptors (D₂). D₂ receptors are also found in:

- Limbic system: Increased dopaminergic activity in the neurons within the nucleus accumbens, amygdala and hippocampus that regulate the expression of emotion and the prefrontal cortex, which integrates thought and emotion, are associated with the positive symptoms of schizophrenia. It is believed that these symptoms may be the product of inappropriate learning, as the brain's pleasure or reinforcement areas are located here. This area of the brain receives its input from neurons within the

mid brain area of the brain stem. By reducing the dopaminergic activity in these neurons, chlorpromazine:

- Decreases paranoia, fear, hostility and agitation.
- Reduces the intensity of schizophrenic delusions and hallucinations.
- Relieves agitation, restlessness and hyperactivity.
- **Brain Stem:** By blocking dopamine receptors, phenothiazines suppress centers of behavioral arousal, such as the reticular formation, inducing an indifference to external stimuli, reducing the inflow of sensory stimuli that would otherwise reach higher brain areas and in the medulla, exerting anti-vomiting (antiemetic) effects via the chemoreceptor trigger zone.
- **Basal Ganglia:** The most serious side effects of the phenothiazine are caused by their blockade of dopamine receptors within the **extrapyramidal system**, consisting of the caudate nucleus and the putamen of the basal ganglia. These effects are motor disturbances such as:
 - Akathisia: Subjective feelings of anxiety accompanied by restlessness, pacing, rocking back and forth, other repetitive and purposeless actions.
 - Dystonia: Involuntary muscle spasms and sustained, abnormal bizarre postures of the limbs, trunk, face and tongue.
 - Neuroleptic induced Parkinson's Disease: which develops in 90% of individuals treated with phenothiazines.
 - Tardive dyskinesia: Persists after the drug is withdrawn.
- **Hypothalamus-pituitary:** Phenothiazines suppress the activity dopamine secreting neurons that extend from the hypothalamus to the pituitary gland, the hypothalamus is implicated in:
 - Emotions:
 - Eating: Phenothiazines suppress appetite.
 - Drinking:
 - Sexual behavior:
 - Body temperature regulation: Phenothiazines cause wild fluctuations.
 - Secretions of some pituitary sex hormones: Phenothiazines block ejaculation in men and reduce their libido, also blocked are ovulation and suppression of menstrual cycles in women, which can result in infertility.
 - Prolactin: A hormone whose release causes enlarged breasts in males and lactation in females.

Besides blocking D2 receptors, the phenothiazines also block the receptors of other neurotransmitters

- Acetylcholine:
 - Dry mouth,
 - Dilated pupils,
 - Blurred vision,
 - Constipation
 - Urinary retention
 - Tachycardia (racing pulse)
- Serotonin
- Histamine
 - Sedation
 - Antiemetic effects
- Norepinephrine
 - Hypertension
 - Sedation

Tolerance and Dependence:

The phenothiazines do not cause tolerance and do not produce behavioral reinforcement, therefore they are not prone to compulsive abuse or physical dependence.

Butyrophenones

In 1967, haloperidol was developed, as the first therapeutic alternative to the phenothiazines that may be used to treat individuals whose psychosis do not respond to the phenothiazines. Its pharmacological effects are very similar to the phenothiazines, as it is absorbed through oral administration, metabolized slowly, taking approximately 5 days for 40% of a single dose to be excreted by the kidneys. Its mechanism of action, like the phenothiazines, is to competitively block D2 receptors so it also shares the side effect profile with the phenothiazines.

New Generation Antipsychotics:

An important new generation antipsychotic, that was first introduced in the 1970s, is Clozapine (Clozaril). Clozapine has been beneficial in the treatment of so called "treatment resistant" cases, the 30-60% of cases where traditional neuroleptics have not been successful. It is effective in individuals suffering from disorganization, for example, loose associations, inappropriate affect, incoherence and reduction in rational thought processes and also relieves many of the negative symptoms, while lacking many of the extrapyramidal side effects associated with the phenothiazines. However, in 1975 Clozapine was withdrawn from clinical use after several schizophrenics in Finland died of infectious diseases after developing agranulocytosis, a loss of white blood cells. It was later reexamined when it was discovered that the agranulocytosis was reversible, once use of drug was discontinued. However this made the use of clozapine expensive, because of the required blood tests, weekly for the first 4-5 months and monthly thereafter.

The pharmacokinetics of Clozapine varies significantly among individuals, it has a half-life of 6-33 hours. It is a weak blocker of D1 and D2 receptors, primarily blocking those found in the basal ganglia, possibly the mixed but weak antagonist synergism between these two receptors may have antipsychotic effect while at the same time being below threshold for extrapyramidal effects. Other receptors blocked by Clozapine are:

- Dopamine4: Located in the mesolimbic area and frontal cortex
- Serotonin 1c:
- Serotonin 2a: Located in the mesolimbic area and frontal cortex
- Alpha-1: An adrenergic receptor
- Muscarinic: An acetylcholine receptor
- Histamine

There is better compliance with Clozapine than traditional drugs, possibly due to its lesser degree of side effects. The side effects associated with the use of clozapine are:

- Sedation
- Hypotension
- Tachycardia
- Fever

- Increased salivation
- Dizziness
- Weight gain

Examples of other new generation antipsychotics are:

- Molindone : Introduced in the 1970s, it is structurally unique, resembling 5-HT. It has the efficacy, mechanism and side effects of traditional agents, it also is a blocker of monoamine oxidase.
- Loxapine : Introduced in the 1970s, unique structure resembling the TCAs, its efficacy is similar to traditional antipsychotics.
- Pimozide: Blocks dopamine receptors, used to treat Tourette's syndrome and in Europe as a neuroleptic. Somewhat effective in alleviating the negative symptoms associated with schizophrenia.
- Risperidone : Introduced in 1994, it is recommended in the treatment of individuals experiencing their first episode of schizophrenia, where negative symptoms predominate. It is a potent blocker of D2 receptors and 5-HT_{2a} receptors, while the half-life of its active metabolite is 20 hours. It is as effective as haloperidol in reducing positive symptoms but without extrapyramidal effects at low doses.
- Olanzapine (Zprexa): similar to clozapine but without the white blood-cell problems and required frequent blood draws. It exhibits a higher affinity for D2 receptors and lower for 5-HT_{2a} receptors, also blocking acetylcholine, which possibly accounts for its lack of extrapyramidal side effects. It improves both positive and negative symptoms and has a half-life of 27-38 hours.
- Remoxipride: Is an atypical antipsychotic, it probably will not become available in USA due incidences of severe blood dyscrasias.
- Sertindole: Introduced in 1997, it has an affinity for 5-HT_{2a} receptors, alpha-1 autoreceptors, cortical dopamine D2 receptors. It possesses a dual action, on D2 receptors and 5-HT_{2a} receptor blockade, that defines the new-generation antipsychotics, alleviating both positive and negative symptoms with low extrapyramidal effects

**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.	
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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

	procurement plan. The final documents be presented during the next board meeting scheduled on 28 th January 2020.	
4/17/01/20 QUARTELY REPORTS	Be presented during the next board meeting scheduled for 28 th January 2020.	MM
5/17/01/20 PROGRESS REPORTS	<p>The Board was presented with progress reports on Beautification, Trucks, High Mast lights, wetland/waste management & Garbage bins. During the meeting, it was noted that the Urban Investment Plan for 2019-2020 to capture views which were collected from the Public Participation. In addition to the existing high mast light members suggested that, the following areas be installed with the 30 Meters high mast;</p> <ul style="list-style-type: none"> i. Mbihi ii. Munugi iii. Magai Road iv. Mukingi-mbale junction v. Itando vi. Chavakali at the Cereals <p>Phase II of beautification be extended to Mbale High school as it's the Entry point to the Vihiga Municipality HQ. It was also noted that to have a continuous track of the projects that are being implemented, The Board to identify key people within the areas where the projects are being implemented; they will be acting as liaisons between the Communities and the Board.</p> <p>The Chief Officer pointed out that the beautification process was on course after doing amendments on the earlier BQs which had anomalies resulting to poor workmanship but so far everything is running on smoothly. A landscaper was brought on board to help in redesigning the whole project. The end period for the Contract was extended by a month.</p> <p>Wetland The board was informed that the project is ongoing though the rains had made the</p>	MM

	<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>
6/17/01/20 RENTAL/PREMISES FOR THE SECRETARIAT/BOARD	<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.....

**FINANCE COMMITTEE MEETING ON 28TH OCTOBER 2019 AT LANDS
BOARDROOM, ON 28/10/2019.**

Agenda/ Annexed

The meeting was opened by a word of prayer from Carol Andahi.

The agenda for the meeting was developed,

1. Prayer
2. Attendance
3. Minutes of last meeting
4. Public participation
5. Overloading claims
6. Investment plan
7. Benchmarking
8. Retainers allowances/ Benefit of B.M

3. Minutes last meeting/ matters arising.

It was reported that in the last meeting, the budget was developed for 2019/2020. [(it was reported each sub- county to have separate files i.e the four committees)]

4. Public participation.

From now pp issues must be brought to the Board, all matters must be approved e.g the budget.

5. investment plan; 2019/2020

2019/2020 draft was presented to the committee. It was suggested that it should be subjected to pp projects be developed. 82million is a balance that is to be utilized. This should be done so that this 82M can be used. One member highlighted that there is need to spend on bearification. It was noted that Mr. Abwere, can be consulted on regards to found about (Nyamweno + Carol)

Mrs Carol and Nyamweno to follow up with Mr Ambwere on the highway designs in order to plan for the Majengo and Chavakali found about Beawtification: Alabanya – Barclays- to

St Claires ; the board resolved/ approved the rearification of the above named place.

- One member highlighted that through changing Mbale Municipal ground to a public part, worth be a venture but instead, develop a Municipal hall complex. (North end, Barclays, st claires, equity)
- It was highlighted that next beatification phase be awarded to another ground; covered damages, power carbons street, CRO- visit
- It was proposed that landscaping be done at the Municipal ground and also develop a mini park (Board recommendation) and again it be made a Municipal ground. (next funds).

- Bearification of that remaining stretch be tendered, street lights (4)
- Road to Tsimbalo-luanda (The sec, Ag manager + T.T.I) to look on how the food will be done.
- Proposed by Simani and seconded by Ahuga.

6. Public participation

The director public participation to the committee through the budget of pp and the list of stakeholders whom are eligible to attend. He explained that the county has a list 8,000 stakeholders. One member highlighted that professional bodies and unions are to be included in the pp. The Board member be included in presentation. Amongst the facilitation, the Board will take charge. He highlighted that security, mass production of the document and program was needed hence water to be budgeted. The dates for participation will be communicated through media. (Budget for publicity, security)

Through the board, it was approved with amendments of the finance e committee. Proposed by Nyamwero and seconded by Simani.

Utilization of 82M, the engineer to develop a request.

The committee expressed concern (Tech and finance) about the drawings presented by showmax. In the previous presentation, the board had made revenation that showmax prevent to the Board water presentation. As a redsolution the manager to write to CO to request showmax to owner up and present their presentatgions to the Board. Owen the urgency in which to procure for the same, this be before or by 14Nov 2019.

- Tsimbalo – Lwanda road to be done in collaboration with T.I department in terms of i.e drawing Bco's and tendering.
- One member highlighted that H2 important to do just more than the street lighting. Again development of municipality complex. Members identified street lights in certain areas.
- The parks; should b e private- public partnership. In that we have water, tourism and the private entity.
- Mudete Road, has to be paved, tarmacked well. This should be made properly and be reserved to as carpark. At Chav akali b ehind the serial, the road drainage has to be improved.
- (urban socijal economic –link up with Lee)
- One member highlighted that the secretarial to follow up with the department on street yarming
- Wagiku- trenching etc – found out by Lee.
 - a. Urban – 53.5M
 - b. Conneduty – 134M
 - c. Stumwater – 50M
 - d. Supervision – 12.5M

Total 250M

COUNTY GOVERNMENT OF VIHIGA

DEPARTMENT OF PHYSIKCAL PLLANNING, LAND AND HOUSING

VIHIGA MUNICIPAL BOARD

P.O BOX 344-50300

MARAGOLI

NO	NAME	DESIGNATION	ID NO	SIGNATURE
1.	David Kikanye	Chair – sub - committee	7926086	
2.	Phares Adamba	Municipal engineer	1849078	
3.	Nicholas M Simani	Member finance committee	7868586	
4.	Andrew Ahuga	Member	5122536	
5.	Isaac Nyamweno	Member	9314732	
6.	Carolyn Andahi	Member	13749200	
7.	Lumumba wilberfoce	Administrator	29354419	
8.	Lee Kelonye Jumba	Economist (sec)	28765350	
9.	Bongo Ngosenywi	Director pp	22208806	
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**FINANCE COMMITTEE MEETING ON 28TH OCTOBER 2019 AT LANDS
BOARDROOM, ON 28/10/2019.**

Agenda/ Annexed

The meeting was opened by a word of prayer from Carol Andahi.

The agenda for the meeting was developed,

1. Prayer
2. Attendance
3. Minutes of last meeting
4. Public participation
5. Overloading claims
6. Investment plan
7. Benchmarking
8. Retainers allowances/ Benefit of B.M

3. Minutes last meeting/ matters arising.

It was reported that in the last meeting, the budget was developed for 2019/2020. [(it was reported each sub- county to have separate files i.e the four committees)]

4. Public participation.

From now pp issues must be brought to the Board, all matters must be approved e.g the budget.

5. investment plan; 2019/2020

2019/2020 draft was presented to the committee. It was suggested that it should be subjected to pp projects be developed. 82million is a balance that is to be utilized. This should be done so that this 82M can be used. One member highlighted that there is need to spend on bearification. It was noted that Mr. Abwere, can be consulted on regards to found about (Nyamweno + Carol)

Mrs Carol and Nyamweno to follow up with Mr Ambwere on the highway designs in order to plan for the Majengo and Chavakali found about Beawtification: Alabanya – Barclays- to

St Claires ; the board resolved/ approved the rearification of the above named place.

- One member highlighted that through changing Mbale Municipal ground to a public part, won't be a venture but instead, develop a Municipal hall complex. (North end, Barclays, st claires, equity)
- It was highlighted that next beatification phase be awarded to another ground; covered damages, power carbons street, CRO- visit
- It was proposed that landscaping be done at the Municipal ground and also develop a mini park (Board recommendation) and again it be made a Municipal ground. (next funds).

- Bearification of that remaining stretch be tendered, street lights (4)
- Road to Tsimbalo-luanda (The sec, Ag manager + T.T.I) to look on how the food will be done.
- Proposed by Simani and seconded by Ahuga.

6. Public participation

The director public participation to the committee through the budget of pp and the list of stakeholders whom are eligible to attend. He explained that the county has a list 8,000 stakeholders: One member highlighted that professional bodies and unions are to be included in the pp. The Board member be included in presentation. Amongst the facilitation, the Board will take charge. He highlighted that security, mass production of the document and program was needed hence water to be budgeted. The dates for participation will be communicated through media. (Budget for publicity, security)

Through the board, it was approved with amendments of the finance e committee. Proposed by Nyamwero and seconded by Simani.

Utilization of 82M, the engineer to develop a request.

The committee expressed concern (Tech and finance) about the drawings presented by showmax. In the previous presentation, the board had made revenation that showmax prevent to the Board water presentation. As a redsolution the manager to write to CO to request showmax to owner up and present their presentatgions to the Board. Owen the urgency in which to procure for the same, this be before or by 14Nov 2019.

- Tsimbalo – Lwanda road to be done in collaboration with T.I department in terms of i.e drawing, Bco's and tendering.
- One member highlighted that H2 important to do just more than the street lighting. Again development of municipality complex. Members identified street lights in certain areas.
- The parks; should b e private- public partnership. In that we have water, tourism and the private entity.
- Mudete Road, has to be paved, tarmacked well. This should be made properly and be reserved to as carpark. At Chav akali b ehind the serial, the road drainage has to be improved.
- (urban soci]al economic –link up with Lee)
- One member highlighted that the secretarial to follow up with the department on street yarming
- Wagiku- trenching etc – found out by Lee.
 - a. Urban – 53.5M
 - b. Conneduty – 134M
 - c. Stumwater – 50M
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DEPARTMENT OF PHYSIKCAL PLLANNING, LAND AND HOUSING

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Benchmarking

The committee revised the life of Bench and proposed dates is follows (11 – 22nd November) factor in

Conference in Kisumu (6th -8th Nov 2019)

A conference on urban cities organized by Town Association of Kenya at , Kenya. The VMB has been officially invited to Kisumu. Reg fee 20,000 shillings per participant. The finance was asked to prepare a budget for facilitation. It was proposed that (In respect of the conference lkn Kisumu, the committee approved that the manager, the CO, 4 committee members, (The chair), chairperson and the administrator attend the above meetings.

Allowances/Retainer Allowances.

The committee learned that the CO chair, had written to SRC recommendation values allowances for board member in regards to sitting + Retainer allowances. The committee requested the chairman to come up with more details over this.

Outstanding claims/ Allowances for Board Members

All outstanding claims regards to members be paid in full. Finance e records be developed well, showing the minutes and records of payments. The chair asked Mr. Ahuga to follow up on out standing allowances for the Board. The board to develop a plan and budget in advance e for the Board meeting. (The secretariat to work on this). Ahuga to work with the secretariat)

AOB

- The final budget for pp was presented, of proposed by Simani and seconded by Mr. Nyamwero.
- Liase with Otom and also visit to Tsimbalo road; showmax be called to former meeting.
- The chair committee; thanked members who attended the meeting
- The meeting ended with a prayer

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 UAI - CHIEF OFFICER
3. ISAAC NYAMWEND - 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 Omukoya - Finance
3. Sylvia Tekel - 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 exhaustor 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

 - Ery. Amadi

Chair

Signed



Secretary

**MINUTES OF VIHIGA MUNICIPAL BOARD MEMBERS MEETING HELD AT
LANDS BOARDROOM ON 10TH JANUARY 2019.**

Attendance

No.	Name	Title	Attending	Excused
1	Eng. Josephat Amadi	Chairperson	✓	
2	Dorcus Wodera	Vice-Chairperson	✓	
3	Isaac Nyamweno	Member	✓	
4	Andrew Ahiga	Member	✓	
5	Carolyn Andaiti	Member	✓	
6	Mwambi Abdi	Member	✓	
7	Amb David Kikaya	Member	✓	
8	Seth Mbale	Member	✓	
9	Nicholas Simam	Member	✓	
10	Duncan Kuri	Acting MM	✓	
	In attendance			
11	Eng. Kenneth Kaseko	CECM, PPL&H	✓	

Agenda

1. Prayer
2. Chairman remarks
3. Reading of Minutes
4. Matters arising
5. Presentation of Urban ID&P
6. Urban Area Budgeting Financial Year 2019/2020
7. Ratification of process and approval of procurement plan
8. Report from Narushta workshop
9. VCLB

Minute	Description	Action
1. Introduction	The meeting started with a word of prayer from Mr Nick Simam followed by Chairman remarks	All
2. Chairman Remarks	The Chairman briefed the CECM Lands about the activities that the board had engaged in the last two months of last year. This included the induction workshop and strategic plan workshop also held in Narushta. The CECM was also updated about a meeting the Board had with the waste bank representatives in Nairobi.	All
3. CECM Brief	The CECM for lands informed members that he had taken time to go through the Urban Areas and Cities Act (U/M.A) and noted article 29 which stipulated the memberships of the Board. According to the act, it is clear nonmembers were not were not allowed to attend meetings of the	

Board and on the same vein, Hon Kiseko requested Dr Jarius Amayi to walk out of the meeting because he was not a member of the board. Dr Amayi requested to comment on the situation that made him to be in attendance of the meeting but he was told in no uncertain terms that he was not a member of the Board and therefore was respectfully required to leave the meeting.

Hon Kiseko reiterated that Government institutions are established by the law and that it was very important for the law and that it was very important for the law to be observed in undertaking the operations of the institutions.

The members of the Board were advised to read the law that established the Municipality because that is the bible that should guide the operations of the Board & with it they can never go wrong.

The CEO warned the members of the Board against breaking the law which was already happening in the procurement of consultancy services for workshops that the board had amended in Narandhi.

The supplementary budget has not been uploaded in the IFMIS system, once the budget had been uploaded which is what will allow the Municipality to be able to access funds for operations.

There is need to move with speed to advertise and formalise the process of acquiring the consultancy services that the Board had already ordered.

According to article 51 of LACA, the Board is required to forward to the CEO the signed minutes as requirement and the Board was reminded the need to comply.

The Board was informed that the Department of Physical Planning, Lands and Housing had identified office space within Mbale town which will be leased for the Board its office. Procurement for the offices will be done within the shortest time possible since the Board urgently requires space for running its operations. The space will cater for a boardroom, an office for the Municipal manager and workstation for Municipal staff.

There was a proposal from the Board members for the office space to have a kitchen from which tea for the Municipal Manager and the Board members can be prepared.

The department had been promised that the other Department would second officers to the secretariat of the Board but so far only two Department have seconded officers for consideration.

The CEO noted that the council does not have adequate number of

qualified technical staff but promised to make a follow up on the matter of secondment while ensuring the quality of officers seconded is right.

Municipality should come up with a budget. There was a proposal for the budget to be at an estimated figure of 35 Million.

The Board should identify positions that require to be filled. An indent for the positions should also be prepared.

The C.E.C. promised to make a follow up with the County Public Service Board in regards to the position of the Municipal Manager which had been advertised. The meeting was invited that the person recruited as a Municipal manager should be in the position of a director at job group R. The proposed structure of the Municipality should be based on job groups and remuneration of the officers.

Members were also reminded of the U.A.A where it states the number of meetings to be held in a year. When holding meetings beyond what the law specifies, the procedure of calling such a meeting should be followed i.e. 3 members writing to the chairman to call for special general meeting.

The Board proposed that it needs to embark on a benchmarking mission to Mkiwani and Kiambu County to learn on how they manage their municipalities.

A proposal on training the Board on board management & board papers presentation was floated and the C.E.C. informed members that normally the County gets sponsorship to go for such training at Kenya School of Government (KSG) in Nairobi.

The issue of who should be the secretary of the Board was discussed as it was clear that there was confusion which resulted in failure of capturing minutes for a meeting held on 29th December 2018.

The Municipality Charter of the Board has some inconsistencies that require to be harmonized with the existing laws.


Members of the Board will require services of a legal counsel to help in interpretation of the law and advising the Board on legal matters just way in companies they have corporate laws.

Members proposed to have a tour of the Municipality boundary to appreciate the challenge existing in their area of jurisdiction. Members also discussed the idea on expanding the boundary of the Municipality so that the ward that have some sections outside the Municipality include, Soltau West, North Marigoli and Irara Leachena.

to be in meeting are Municipal Manager, Mr Andrew Ahiga, Mr
Seth Ambale and Mr. Mwanadi Alidi

There being no other business to be transacted the meeting ended as
expected with a word prayer from Mr Nkamwani

Chairperson: Eng. Amadi Sign:  Date: _____

Secretary: Amosson Kaiton Sign:  Date: _____

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Members were also reminded of the LAC-3 where it states the number of meetings to be held in a year. When holding meetings beyond what the law specifies, the procedure of calling such a meeting should be followed i.e. 3 members writing to the chairman to call for special general meeting.

The Board proposed that it needs to embark on a benchmarking mission to Mkwinda and Kambini Councils to learn on how they manage their municipalities.

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	<p>The idea of having an additional Municipality by splitting the existing area was discussed but the CEC advised that it is important that for the time being the Board focus on what is of immediate importance which was identifying projects to be implemented under KUSP, the matter of expansion can be handled later.</p> <p>To hasten the process of procuring projects under KUSP, the CEC reported that he would seek advice of the Director Supply Chain on how a consultancy can be brought on board to help in preparing documentation for construction works. The consultancy will be required to provide the documents within two and half months to enable the Board to have time to advertise and eventually commit the funds for the projects.</p> <p>The board should organize Citizen fora to sensitize the members of the Public of the existence of the Boards as well as its planned activities in return the Board will get feedback from the stakeholders and what they would like to see done within the Municipality to improve their livelihood. Following this, a schedule of fora was developed for 29th January and 30th April 2019 for Hoad park and Mutengo respectively.</p> <p>Professor Kiliza gave a vote of thanks in appreciation of CEC for coming to the Board meeting and sharing candidly with the Board members.</p> <p>Caroline offered a word of prayer before the CEC departed from the meeting.</p>	
4. Reading of Minutes & Confirmation	Municipal Manager took members through the minutes of the previous meeting after which Mr Isaac Nyanwero proposed and Mr Seth seconded the minutes to be a true reflection of the deliberations of the meeting.	All
5. Presentation of Urban IDP	During the previous Board meeting which was held in November 13 th 2018, at Governors Board Room, it was resolved that Municipal Board with the help of the County Engineer under the department of Finance and Economic planning to prepare its Urban Integrated Development Plan (IDP). The manager presented the IDP, upon deliberations, the board resolved to adopt it as Vilaga Municipal Board IDP.	All
6. Urban Area Budget Budgeting 2019-2020	The Chief Officer, Department of Physical Planning, Lands and Housing explained that Ksh. 10 Million had been allocated to the Board for the financial year 2019-2020. The board agreed and adopted the said amount of Ksh. 10 Million as provided within the departmental allocation which is within the set department ceilings as stipulated in the County Physical Strategy Paper of 2019-2020.	
7. Matters arising	Dr Chacha is the owner of the land in Esimbalo where a borehole was drilled by an NGO as a private parcel of land. The owner would like to know exactly what the Board proposes to do in regard to utilization of the borehole.	All
	There is need to improve communication channels between the Board and	

	the Department. It was agreed that the protocol should be observed at all times. Communication should flow in the following manner: Municipal Manager > Chief Officer > CIO > Deputy Governor > Governor.	
8. Ratification of identified	<p>The Board ratified the following projects which had been identified by the County Project Coordination Team (CPTC) for implementation under KUSP:</p> <ol style="list-style-type: none"> 1. Supply and delivery of 200 large waste collection bins 2. Supply and delivery of 200 small waste collection bins 3. Supply and delivery of a garbage compacting truck (10 tons) 4. Supply, installation & commissioning of high mast flood main (Majene, Mhale, Chavakali, Kogondi, Masingulu & Molen) 5. Supply, installation & commissioning of fire hydrant at Chavakali and drilling of borehole. 6. Proposes construction of wetland in Mhale prison Compound. 7. Proposed channeling of storm water drainage system in Mhale, Majene, Molen & Chavakali. 8. Proposed upgrading of Mhale-Kese-Mhale-Mhale stage road to bitumen standard. 9. Consultancy for preparation of Municipal Integrated Urban Development Plan (IUDP) 10. Consultancy for induction of Village Municipal Board 11. Consultancy for development of strategic plan for Village Municipal Board. 12. Consultancy for preparation of BQS for road works & storm water drainage and paving pedestrian foot walks/paths 13. Training consultancy for staff and Board Members 14. Supply and delivery of assorted stationery 15. Supply and delivery of office equipment & furniture. 16. Supply, installation and Commissioning of integrated solar street lighting in Molen, Masingulu and Mhale road. 17. Supply and delivery of a skip loader. 18. Supply and delivery of an excavator. 19. Construction of public toilets in the Municipality. 	
9. Secretary Report	The secretary took members through the report on the workshop that was held in Nanyasha.	
10. A.C.H	<ul style="list-style-type: none"> • There is need to organise a retreat with the legal adviser to review the charter. • There is need to contact Gourdies who are reviewing the Boundaries of the Municipality. • Human Resource committee to meet and discuss human resource needs, scales and prepare indent for positions that will require to be advertised. • Finance committee will have a meeting next week Monday at the local's boardroom. • There will be a meeting to construct minutes for a meeting that was held on 29th Nov 2018 on Tuesday 22nd January 2019. These 	

so be it meeting are Municipal Manager, Mr. Andrew Abaga, Mr. Seth Anibale and Mr. Mwanali Abadi.

There being no other business to be transacted the meeting ended at 10pm with a word prayer from Mr. Nnamwura.

Chairperson: Eng. Amadi Sign:  Date: _____

Secretary: Lawrence K. Ofori Sign:  Date: _____

MINUTES OF A SPECIAL MEETING OF THE VIHIGA MUNICIPAL BOARD
HELD WITH H.E. THE GOVERNOR ON FRIDAY 24TH MAY 2019 AT THE
GOVERNORS BOARD ROOM FROM 11.00 AM

PRESENT

- | | |
|----------------------------|--|
| 1. H.E. DR. W.K. OTTICHILO | – GOVERNOR (PRESIDING) |
| 2. H.E. DR. PATRICK SAISI | – DEPUTY GOVERNOR |
| 3. HON. ENG. K.E. KESERO | – C.E.C.M., PHYSICAL PLANNING, LANDS & HOUSING |
| 4. LUCY UAI | – CHIEF OFFICER, PHYS. PLANNING, LANDS & HOUSING |
| 5. ENG. JOSPHAT AMADI | – BOARD CHAIR |
| 6. DORCAS WODERA | – VICE CHAIR |
| 7. CAROL ANDAH | – SOCIAL SERVICES |
| 8. SETH AMBALE | – AUDIT |
| 9. NICK SIMANI | – SUPPLY CHAIN |
| 10. ISAAC NYAMWENO | – PLANNING |
| 11. PROF. DAVID KIKAYA | – FINANCE |
| 12. MWANAIDI ABDI | – I.C.T |
| 13. DUNCAN KURIA | – Ag MUNICIPAL MANAGER |
| 14. ANDREW AHUGA | – SECRETARY |

IN ATTENDANCE

- | | |
|-------------------|-----------------------|
| 1. PHILLIP GAVUNA | – Ag COUNTY SECRETARY |
|-------------------|-----------------------|



AGENDA

1. PRAYER
2. CHAIRMAN'S REMARKS
3. PREVIOUS MINUTES
4. MATTERS ARISING
5. RESIGNATION OF MUNICIPAL MANAGER
6. PROJECTS STATUS
7. APPROVAL OF WASTE MANAGEMENT POLICY, COLLECTION & DISPOSAL PLAN
8. COMMUNICATIONS
9. BENCH MARKING / BOARD TRAINING
10. BUDGET / MONEY MATTERS
11. MEETINGS
12. DR. AMAYI (CO-OPTION)
13. OFFICE SPACE
14. ADOPTION OF SECONDED STAFF

1. PRAYER

An opening prayer was said by Madam Dorcas Wodera

PRELIMINARIES

N.E. the Governor briefed members on his meeting in Nairobi where conditionality's and timelines of the World Bank had been discussed vis a vis programs funded by the World Bank. He confirmed that the 2nd tranche of the KUSP UDG had been factored into the 2019 / 2020 budget. He was therefore attending the Vihiga Municipal Board meeting to do a needs appraisal for the KUSP and for the Board management in general.

He said it was vital to have a clear work plan and road map in order achieve certain targets so that Vihiga does not lose the KUSP facility. He then invited the Board Chair to give his remarks.

2. CHAIRMAN'S REMARKS

The Chair highlighted the various challenges facing the Board i.e :

- Lack of office space
- Lack of secretariat
- Number of meetings

- Resignation of the acting Manager
- Communication between the Executive and the Board
- Lack of Bench marking and training
- Lack of information concerning budgets
- Issues surrounding Dr. Amayi's co-option
- Being in the dark regarding KUSP projects status

5. RESIGNATION OF MUNICIPAL MANAGER

The acting manager confirmed that he had written a resignation letter but had offered to deal with the World Bank assessment at hand.

He attributed his resignation to challenges with Board members related to the number of authorized meetings, transport allowances and the heavy work load having to do everything single handedly.

The meeting confirmed that the 4 meetings recommended by SRC were in order though the window to have special meetings convened by at least 1/3 of the board members was open. Special meetings could be convened without limit so long as the agendas are justified. Furthermore the option of organizing workshops to deal with institutional and capacity building could help to reduce the need for numerous Board meetings.

On issues regarding interpretation of the law, finances and the SRC circular, the manager was advised to consult with legal authorities in order to make informed decisions. At this point a member observed that there was a problem of attitude and perception whereby the Board members were viewed to be extravagant and on a money making mission. He did not understand whether the Board was regarded as rivals or complementary to the Government. Discussions around facilitation of air tickets e.t.c. for Board meetings was fruitful to the effect that air tickets could be provided for duty as is the case with the Econ. Forum and other Boards.

Members raised the perennial issue of lack of facilitation whereby H.E. ruled that the Municipal Board should not be victim of non surrender of impresses by individuals in the department. Any such financial bottlenecks should be raised and resolved at cabinet. He confirmed that cabinet had approved and allocated kshs. 10 million for use by the Board.

13. SECONDED STAFF

The C.E.C.M. outlined an exercise that had been undertaken to source staff from within the executive. He said that the exercise was difficult and produced a sample of a letter which indicated that staff, 4 in number, had simply been given additional duties to serve on the Municipal Board as opposed to actual secondment. These were:

- internal auditor
- Social impact environmentalist
- Economic planner
- Accountant

H.E. the Governor assured members that a team of interim technical staff would be seconded and be in place within a week as the Board prepares to advertise for staff that will be engaged on a full time basis. He then sought views from members regarding the vacancy of the acting Municipal Manager's position. A member pointed out that the replacement of an acting manager was at the discretion of the Governor. This view was supported by the member later in the meeting with reference to the Vihiga Municipal Charter, article 6.7.1. which was read as follows: " when the Municipal Manager is temporarily disabled from acting as Municipal Manager, or when the office becomes vacant, the County Governor shall appoint a qualified person as acting Municipal Manager." 6.7.2 " The County Governor shall inform the C.P.S.B. of such appointment within 7 days."

The meeting noted the need to gazette the Vihiga Municipal Charter as required by law albeit with required amendments.

6. PROJECTS STATUS

The Chief Officer explained the role of the County Projects Coordination Team (C.P.C.T) which she headed and had worked with from even before inauguration of the Board and with which she will prepare reports on the status of projects. She, however, listed KUSP projects that had been advertised and tendered as follows:

- I. 1 garbage compacting truck / 10 applicants / awarded to ISUZU E.A.
- II. 1 10 tonne excavator / 11 applicants / awarded to ISUZU E.A.
- III. 1 10 tonne skip loader / awarded to ISUZU E.A.
- IV. Fabrication & installation of garbage bins
- V. Environment and Social Impact / awarded to Chomas Consultants.
- VI. High mast floodlights
- VII. Beautification
- VIII. Fire Hydrant

The meeting learnt that, at the moment, without a secretariat, the department had to engage county engineers and staff to supervise implementation of projects. Once the Board recruits relevant staff, the Board will be represented on the procurement and implementation of projects and programs.

7. APPROVAL OF WASTE MANAGEMENT POLICY, COLLECTION & DISPOSAL PLAN.

After presentation of Waste management policy, Collection and Disposal plan by the Municipal Manager to the board, Board members resolved to adopt the Waste Management Policy, Collection & Disposal Plan.

12. OFFICE SPACE

A report that 3 floors of Queen's Arcade had been reserved for hire by the Vihiga C.P.S.B. was dismissed as impossible since the C.P.S.B. neither had the funds nor the technical capacity to hire any office premises at the moment. H.E. the Governor assured the Board that the C.P.S.B. should not hinder the Municipal Board from making a decision.

With the H.R. committee having already visited and approved QUEEN'S ARCADE the Board members resolved to instruct the department to procure both wings (A & B) of the 1st floor of QUEEN'S ARCADE with immediate effect.

H.E. the Governor confirmed that the Urban Institutional Grant (U.I.G.) is on its way for capacity building. He discussed a plan to upgrade the Kaimosi Complex and Luanda Town to Municipality status. Meanwhile he advised that agendas:

- 8 – Communication
- 9 – Bench marking / Board training
- 10 – Budget / Money matters
- 11 – Meetings

Should be items to be discussed at a 3 day workshop which the Chief Officer should organize in consultation with the H.R. committee. He advised that the 3 day workshop should emphasize coming up with a work plan that should cover the remaining period of the current financial year and stretch up to the end of June 2020. Members agreed that the workshop should convene on Sunday 2nd June and cover 3 days up to and including Wednesday 5th June 2019. It was suggested that the workshop would adopt the agenda earlier proposed by the manager and formulate the Work Plan.

Before excusing themselves from the meeting H.E. the Governor explained that he would handle agenda no. 11 (Dr. Amayi's cooption) alongside the exercise of seconding professionals to the Board.

3. PREVIOUS MINUTES

The Board Secretary read the minutes of 25th April 2019. The minutes were proposed by Seth Ambale and seconded by Carol Andahi.

4. MATTERS ARISING

N/A

EMMERGING ISSUES

a. ASSESSMENT

Members noted with appreciation the huge effort and immense knowledge demonstrated by the outgoing Municipal Manager and that his services will continue to be valuable to the Board. The C.E.C.M. hinted that his option to delegate an alternate member to the Board may result in Kariuki's continued service to the Board.

Whilst meeting with the consultants that had been sent from the Urban Development Department (U.D.D.) the C.O., Manager and the C.P.C.T. had to elaborate issues related to laws, offices, capacities, tracking, staffing, minutes on the website, notices for public participation on the website, plans etc. A main challenge was to align the County Urban Institutional Development Strategy (CUIDS) with the CIDP.

The Manager confirmed that he had received the County Environment Policy on Solid Waste Management from the C.E.C.M. Water, Environment & Energy. This document was extremely vital for the assessment. He also took the consultants to view our newly installed and unique GIS lab which also scored greatly for the assessment.

Members learnt that the first assessment (coupled with training) was done earlier in Kisumu mainly to confirm whether we had an Investment Development Plan (IDeP), spatial data and appropriate procurement structures.

The recent assessment was the 2nd. Assessment for funding is yet to come, whereby the Board will need to do early preparation.

b. U.N. HABITAT ASSEMBLY

This is an organization which has developed from the initial ALGAK and plugs into:

- i. Safer cities (globally)
- ii. United Cities and Local Government Authorities which deal with infrastructure

- Environment / garbage

A member recommended that Vihiga Municipal Board considers joining the ASSEMBLY

c. COUNTY ASSEMBLY

Members learnt of an invitation by the Vihiga County Assembly which had not been received and therefore had not been honored. This has raised concern amongst Municipality MCAs at the County Assembly.

d. PROJECTS

The C.E.C.M. pledged that the Board will prioritize collectively on the projects that will be brought by the consultant once his report on the urban upgrading and beautification is complete. He also assured members that if there were projects planned and approved but were left out due to fund limitations; those projects will be prioritized in the next tranche.

e. LAND

Members learnt that most of the land in the Municipality is freehold and that plans are made on private land. Land banking should therefore be top on the Board's Agenda.

Land formerly belonging to defunct coffee ginneries should be investigated with a view to acquiring it for public use.

The meeting ended at 4 pm with prayer from Mwanadi Abdi.

Signed

 - Erg. Amadi

CHAIRMAN

Signed

SECRETARY

