

NG -CDF MEETING FINANCIAL YEAR 2022/2023

MINUTES OF THE MAGARINI NG-CDF COMMITTEE MEETING HELD ON 26<sup>TH</sup>  
APRIL, 2023 AT THE NG-CDF MAGARINI OFFICE BOARDROOM AT 10.00 AM.

MEMBERS PRESENT

1. Thomas Kombe Yeri	Male Adult Rep	Chairperson
2. Patience Masha	Female Adult Rep	Member
3. Mary Diramo	Female Youth	Member
4. Peter Karisa	Male Youth	Member
5. Joseph Mappinga	Constituency nominee	Member
6. Philister Khadija	Constituency nominee	Member
7. Nickson Wanje	Coopted	Member
8. Patricia Farida	PWLD	Member
9. Peter Thiong'o	DCC	Ex official Member
10. Faith Muia	FAM	Ex official Member

PREAMBLE

The Chairman welcomed all members for the day's meeting and requested Patience Masha to open with a word of prayer.

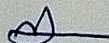
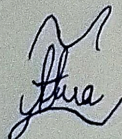
AGENDA

1. Reading and Confirmation of previous minutes
2. Allocation of the 12M (Six Million)
3. Recruitment of an ICT assistant, Clerk of works, Records management assistant and an Accounts clerk
4. Re-allocation
5. A.O.B

MIN: 01/17/03/2023 READING AND CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the previous meeting were read by the Secretary and approved to be a true copy of the previous proceedings proposed by Patricia Farida and seconded by Peter Kombe.

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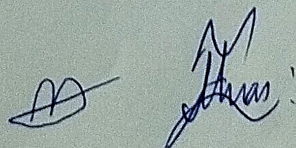




**MIN: 02/26/04/2023: ALLOCATION OF AIE NO.B205803 : 12,000,000 (TWELVE MILLION)**

The Committee members confirmed the receipt of an AIE of Ksh. 12,000,000(Twelve Million only) and after deliberations the members agreed to allocate the funds in order of priority as follows;

	<b>Project name</b>	<b>G.F.S Code</b>	<b>Project activity</b>	<b>Amount</b>
1.	Boyani primary school	4-003-017-2640510-110-2022-2023-3	Construction to completion of 2 units, 2 door pit latrines (One cubicle will be designed to cater for persons with disability with ramp, holding rails and supporting accessories)	1,000,000.00
2.	Binzaro Primary school	4-003-017-263209 1-263-2022-2023-2	Construction to completion of 3 Classrooms	2,000,000.00
3.	Lafithi Primary School	4-003-017-263209 1-263-2022-2023-7	Construction to completion of 3 Classrooms	2,000,000.00
4.	Galana Girls Secondary School	4-003-017-2630210-263-2022-2023-3	Construction to completion of a 160-students capacity storey dormitory Phase I, Ground floor: (Construction of Foundation slab, walling, boundary walls for 10 cubicles windows, doors, 5 bathrooms and 5 toilets, electrical works, septic tank, soak pit, plumbing works, water tank for water harvesting, first floor	5,000,000.00
5.	Magarini NG-CDF Strategic plan	4-003-017-2211310-108-2022-2023-1	To facilitate in preparation, facts collection designing, typesetting and printing of Magarini NG-CDF Strategic Plan the period 2023-2027	2,000,000.00
			<b>Total</b>	<b>12,000,000.00</b>





**MIN: 03/26/04/2023: RECRUITMENT OF AN ICT ASSISTANT, CLERK OF WORKS, RECORDS MANAGEMENT ASSISTANT AND AN ACCOUNTS ASSISTANT**

Following the interview for the above posts, the outcome of the interviews conducted on 23<sup>rd</sup> and 24<sup>th</sup> April, 2023 was tabled for members to verify as follows:

**ICT Assistant**

S/NO	Name of applicant	ID Number	Marks earned	Rank
1.	Anderson Kithi Karisa	37008278	58	3
2.	Mathaniel Kalu Omar	33869592	20	5
3.	Robert Kitsao	22400614	61	2
4.	Iha Karisa Kitsao	25021399	66	1
5.	Margaret Chizi Ali	33997024	40	4

**Clerk of works**

S/NO	Name of applicant	ID Number	Marks earned	Rank
1.	Faith Mwendu Kasyoka	26200166	70	1
2.	Teddy Kalu Kithi	29866403	68	2
3.	Emmanuel Thuva Khonde	37641983	58	4
4.	Anthony Shida Munga	10830393	51	5
5.	David Charo Kaingu	22609765	63	3

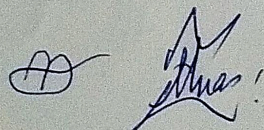
**Records Management Assistant**

S/NO	Name of applicant	ID Number	Marks earned	Rank
1.	Amani Lewa Ziro	35634080	48	4
2.	Peninah Mupa Mbetsa	29545092	60	2
3.	Edison Kahmbi Chea	22520829	68	1
4.	Japhet Nyale Ngetso	9472218	55	3

**Accounts clerk**

S/NO	Name of applicant	ID Number	Marks earned	Rank
1.	Lucky Baya Zawadi	33174762	45	5
2.	Rophus Ngala Kitsao	23377633	57	2
3.	David Ali Kathua	34592039	51	3
4.	Karisa Yaa Baya	23695238	48	4
5.	Gerald Jira Muruu	22508591	61	1

After deliberations, members unanimously agreed to recruit **Iha Karisa** for the post of **ICT assistant**, **Faith Mwendu Kasyoka** for the post of **Clerk of works**, **Edison Khambi Chea** for the position of an **Records management assistant** and **Gerald Jira Muruu** for the position of an **Accounts assistant** with effect from **1<sup>st</sup> May, 2023** on a contract for a period of three years renewable based on performance.





The salary structure for the four was as tabled below:

S/No	Name	Position	Basic Salary	House allowance	Transport allowance
1.	Iha Karisa Katana	ICT Assistant	24,580.00	3,200.00	4,000.00
2.	Faith Mwendu Kasyoka	Clerk of works	30,170.00	4,200.00	4,000.00
3.	Edison Khambi Chea	Records Management Assistant	24,580.00	3,200.00	4,000.00
4	Gerald Jira Muruu	Accounts Assistant	30,170.00	4,200.00	4,000.00

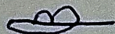
**MIN: 04/26/04/2023: REALLOCATION TO NSSF**

The Fund Accounts Manager informed the committee of the presidential directive that was passed that increased the NSSF monthly contribution of staff from Ksh 200 to Ksh 1,080. The committee was hence informed of the need to reallocate extra funds to facilitate for the employer contribution to the above mentioned since the amount set aside for the 10 contractual staff was only Ksh. 24,000 p.a. The members authorised for the re-allocation of Ksh. 105,600 from basic salaries to NSSF since the committee was not able to recruit all the staff at the same time and hence the remaining basic salaries are enough to cater for all the staff for the remaining months of the year, till the time it receives the next allocation for the next financial year.

**MIN: 05/26/04/2023: AOB**

There being no other business to transact for the day, the meeting ended at 12.00 p.m with a word of prayer from Nickson Wanje, the date for the meeting to be communicated.

Minutes Compiled By,

  
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Mary Diramo Badiwa,

Secretary

Dated:

26/4/2023  
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Minutes Approved By,

  
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Thomas Kombe Yeri,

Chairman

Dated:

26/04/2023  
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