

MINUTES OF THE 8TH SHINYALU NG-CDFC COMMITTEE MEETING
HELD ON 5TH NOVEMBER 2019 AT THE CDF BOARDROOM.

MEMBERS PRESENT

- | | |
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| 1. Benard Shitiabayi | -Ag Chairperson |
| 2. Adelaide Mbuya | -Ag Secretary |
| 3. Hellen McKenzie | -Member |
| 4 Rael Ramkat | - DCC |
| 5. Jaune Achesa | - Member |
| 6. Julius Oketch | -FAM |

IN ATTENDANCE

- | | |
|-------------------|-------------------------------|
| 1. Levi Ahindikha | - Oversight committee member |
| 2. Julius Shimeme | - Constituency Office Manager |

ABSENT WITH APOLOGY

- | | |
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| 1. Jamin Lumiti | - Secretary |
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AGENDA

1. Preliminaries.
2. Adoption of the Agenda.
3. Reading and confirmation of previous minutes.

4. Matters arising (if any) from previous meeting.
5. Appointment of committee to spearhead hiring of new staff.
6. Approval of project proposal 2019/2020.
7. Appointment of committee to facilitate handover of previous NG-CDF offices.
8. Payment for Emergency construction of Toilets
9. A.O.B

MIN .36 SHINYALU-NG-CDFC 05/11/2019: PRELIMINARIES

The Chairperson called the meeting to order at 12:02 PM and offered a prayer. He expressed his gratitude to members for allowing him to serve as Chairperson in acting capacity pending the court case against the Chairlady. He asked the team to remain steadfast in delivering services to the greater constituents of Shinyalu.

MIN 37/SHINYALU- NG-CDFC 05/11/2019: ADOPTION OF AGENDA

The agenda was adopted as a basis for discussion

MIN .38 SHINYALU-NG-CDFC 05/11/2019: READING AND CONFIRMATION OF PREVIOUS MINUTES

The Ag Secretary read through minutes of the previous meeting. They were proposed as a true record of the deliberations held by Levi Ahinduka and seconded by Jaune Achesa.

MIN .39 SHINYALU-NG-CDFC 05/11/2019: MATTERS ARISING FROM PREVIOUS MINUTES

1. Mr. Levi Ahinduka sought clarification as to when the public participation exercise will be completed in the remainder of the wards. It was discussed and agreed that once the NGCDFC receives funding from the board the exercise will resume. This will also be coupled with a constituency wide monitoring and evaluation exercise.
2. The FAM brought to the attention of member's receipt of a letter from the NG-CDF Board *Ref: NG-CDFB/LEGAL/NGCDFC/APPTMTS/SHINYALU/01/19* on verification of Procedure of Changes to the position of Chairperson and Secretary to Shinyalu NG-CDFC due to the pending court cases. The FAM read through the contents of the letter to the members. The issues raised by the board were noted and discussed at length by the committee. After the lengthy deliberations, the committee agreed to address the gaps identified and forward to the board minuted resolutions of the same.
3. The FAM informed members that advert to vacancies for employment had been circulated and that applications were streaming in.

MIN .40 SHINYALU-NG-CDFC 05/11/2019: APPOINTMENT OF SUB-COMMITTEE TO SPEARHEAD HIRING OF NEW STAFF

The FAM informed members of the need to form an ad hoc committee to spear head hiring of new staff earlier advertised. The following members were proposed to be part of the team to carry out the vetting and shortlisting of the applications.

1. Mr. Tom Onono Sub-County HR Personell.
2. Mrs. Adelaide Mbuya Member
3. Mr. Levi Ahinduka Oversight Member
4. Mr. Jaune Achesa Member
5. Mrs. Hellen McKenzie Member.

The committee was then scheduled to meet on the 7th November 2019 to vet and shortlist candidates and prepare a report to the FAM for onward forwarding the Sub-Committee who will carry out the interviews. The following members were proposed to be part of the ad hoc committee to carry out interviews:

1. Rael Ramcat DCC (To Chair the Sub-Committee)
2. Sub County Director of education Member
3. Sub County Development Officer Member
4. Sub County HR Personnel Secretary
5. Sub County Public Works Officer Member

For adoption of this agenda, Mr Jaune Achesa proposed and was seconded by Mrs Adelide Mbuya.

MIN .41 SHINYALU-NG-CDFC 05/11/2019: APPROVAL OF PROJECT PROPOSAL 2019/2020

It was noted that the just concluded public participation exercise had exposed a number of gaps and projects needs that need to be considered for funding. The FAM read out the content of the Circular from the Board *Ref: NG-CDFB/CEO/BOARD CIRCULARS/ VOL II (04)* on Preparation and online submission of project proposal for 2019/2020 FY. It was noted that the board emphasized on prioritization of ongoing projects for funding. It was also noted that projects identified for funding through the public participation process should be considered for funding. The FAM brought to the urgent attention of members that the Shinyalu NG-CDFC has committed to the board to undertake implementation of ongoing projects under the 2019/2020 FY. The minutes of the same commitment was read out to members to form a basis for discussion and approval of projects to be considered for funding. The committee however discussed and agreed that projects identified during the just concluded public participation exercise be considered for funding. A number of special concerns were brought for discussions by members:

1. It was reported that Khayega Primary school had initially been approved for construction of 8 No Classrooms at a cost of 14,

503,700. However, the PMC through its Minuted resolutions requested for change of project scope from the initial 8 No classrooms (Storey) to 32 Classrooms and administration block. The FAM informed members that in his letter referenced *Shinyalu/NG-CDF/Board/Vol 1(003) of 16th September 2019*, he had notified the board of the changes and requested approval for change of project activity.

2. Shirulu Primary school project cost per classrooms is tabulated at 1,500,000/= due to the challenges in the terrain/slope that will be incurred when setting up the foundation. This is also coupled by the need to demolish existing classrooms in the proposed site area as they were condemned by the Ministry of Health.

After lengthy deliberations, members unanimously approved to allocate funding to the following projects:

ADMINISTRATION					
Project Name	Project Number	Activity	Amount	Status	
Employees' Salaries	4-037-209-2110000-100-2019/20-001	Payment of staff salaries, Annual leave allowances and gratuity.	1,500,000.00	ongoing	
Goods and Services	4-037-209-2210000-100-2019/20-002	Purchase of fuel, repairs and maintenance of machines & equipment, printing, stationery, telephone, travel and subsistence, office tea, office rent.	4,577,063.45	ongoing	
NSSF	4-037-209-2120101-100-2018/19-003	Payment of NSSF Deductions	60,000.00	ongoing	
NHIF	4-037-209-2120201-100-2018/19-004	Payment of NHIF Deductions	105,000.00	Ongoing	
Committee Expenses	4-037-209-2210802-100-2018/19-005	Payment of Committee sitting allowances, transport, conferences, travel and subsistence.	2,000,000.00	Ongoing	
TOTAL					

	8,242,063.45
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MONITORING AND EVALUATION

Project Name	Project Number	Activity	Amount	Status
Committee Expenses	4-037-209-2210802-111-2019/20-002	Payment of Committee field allowances, fuel, stationeries	2,000,000.00	Ongoing
CDFC/PMC Capacity Building	4-037-209-2210700-111-2018/19-003	Undertake Training of the PMCs/CDFCs on CDF Related issues	2,121,031.72	Ongoing
TOTAL			4,121,031.72	

Project Name	Project Number	Project Activity	Amount Allocated	Status
Emergency	4-037-209-2640200-101-2019/2020-001	To cater for any unforeseen occurrences in the constituency during the financial year	7,198,241.38	Ongoing
Total			7,198,241.38	

Project Name	Project Number	Project Activity	Amount Allocated	Status
Constituency Sports Tournament	4-037-209-2640509-112-2019/20-001	Carrying out constituency football tournament (Shinyalu NG-CDF Super Cup) and awarding winning teams with balls, uniforms and boots.	1,417,499.31	Ongoing
Total			1,417,499.31	

Project Name	Project Number	Project Activity	Amount Allocated	Status
Bursary Secondary Schools	4-037-209-2640101-103-2018/19-001	Payment of bursary to needy students	15,000,000.39	Ongoing

Bursary Tertiary Schools	4-037-209-2640102-103-2018/19-002	Payment of bursary to needy students	10,000,000.00	Ongoing
TOTAL			25,000,000.00	

Project Name	Project Number	Project Activity	Amount Allocated	Status
Kakamega Marathon Forest Run	4-037-209-2640510-110-2019/20-001	Corporate sponsorship of the annual forest Run	200,000.00	New
St. Philips Mukumari Secondary school	4-037-209-2640510-110-2019/20-002	Water harvesting (Installation of 10,000 Lts Tank and construction of concrete stand for water collection)	200,000.00	New
St Ignatious Mukumu Boys	4-037-209-2640510-110-2019/20-003	Water harvesting (Installation of 10,000 Lts Tank and construction of	200,000.00	New

Shandarema Secondary school	4-037-209-2640510-110-2019/20-004	concrete stand for water collection)	200,000.00	New
Ivakale Secondary school	4-037-209-2640510-110-2019/20-005	Water harvesting (Installation of 10,000 Lts Tank and construction of concrete stand for water collection)	206,992.12	New
Bukhaiwa Secondary school	4-037-209-2640510-110-2019/20-006	Solar Lighting in the six classrooms and administration block. (Fixing solar Panels and wiring)	206,992.12	New
		Solar Lighting in the block and 4 classrooms. (Fixing solar Panels and wiring)		

Total	1,213,984.24.00
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Project Name	Project Number	Project Activity	Amount Allocated	Status
Khayega Primary School	4-037-209-2630204-104-2019/20-001	Additional funding for the construction of 3 storey administration and tuition block comprising of 32 No Classrooms and administration block (Staffroom, Reception area, Secretary's room, Deputy Head teacher and Head teachers office) (Walling of ground Floor, slab casting for first and second floor)	20,000,000.00	Ongoing

Project Name	Project Number	Project Activity	Amount Allocated	Status
Muraka Primary School	4-037-209-2630204-104-2019/20-002	Additional funding for the construction of 8 No Classrooms, administration block ((Staffroom, Reception area, Secretary's room, Deputy Head teacher and Head teachers office) and Abolition block (10 Door toilet-Pit Latrine) (walling of ground floor, slab casting and walling for first floor, roofing)	7,000,000.00	Ongoing
Shilongo Primary School	4-037-209-2630204-104-2019/20-003	Additional funding for completion of 8 No classrooms. (Roofing, painting, fittings and paintworks)	3,000,000.00	Ongoing

Shitabaji

Project Name	Project Number	Project Activity	Amount Allocated	Status
Lirhanda Girls Primary School	4-037-209-2630204-104-2019/20-004	Additional funding for completion of 4 No classrooms. (Roofing, painting, fittings and paintworks)	2,500,000.00	Ongoing
St Pauls Shibuye Primary School	4-037-209-2630204-104-2019/20-005	Additional funding for the ongoing construction of 8 No Classrooms (storey) and administration block(Staffroom, Reception area, Secretary's room, Deputy Head teacher and Head teachers office). (walling of ground floor, slab casting and walling for first floor, roofing)	4,000,000.00	Ongoing

Project Name	Project Number	Project Activity	Amount Allocated	Status
Shirulu Primary school	4-037-209-2630204-104-2019/20-006	Construction of 3 No Classrooms to completion. (Foundation setting, walling, roofing, fittings and paintworks	4,500,000.00	New
Shanda Primary School	4-037-209-2630204-104-2019/20-007	Additional funding for the ongoing Construction of 8 No classrooms and Administration block. (Staffroom, Reception area, Secretary's room, Deputy Head teacher and Head teachers office) (Walling, roofing)	6,000,000.00	New
Shandarema Primary School	4-037-209-2630204-104-2019/20-008	Additional funding for the ongoing Construction of 8 No classrooms and Administration block.	6,000,000.00	Ongoing

Project Name	Project Number	Project Activity	Amount Allocated	Status
		(Staffroom, Reception area, Secretary's room, Deputy Head teacher and Head teachers office) (Walling, roofing)		
Makakha Primary School	4-037-209-2630204-104-2019/20-009	Additional funding for the ongoing Construction of 8 No classrooms. (Walling, roofing)	3,000,000.00	Ongoing
Ebukaburu Primary School	4-037-209-2630204-104-2019/20-010	Construction of 3 No classrooms. (Foundation laying, walling, roofing, fittings and paintworks)	3,000,000.00	New
Makuchi Primary	4-037-209-2630204-104-2019/20-011	Construction of 3 No classrooms (Foundation)	3,000,000.00	New

Project Name	Project Number	Project Activity	Amount Allocated	Status
Likhovero Primary	4-037-209-2630204-104-2019/20-012	Renovation of 5 No classrooms. (Roofing, Flooring, painting and fixing window panes)	1,341,931.03	New
Singila Primary school	4-037-209-2630204-104-2019/20-013	Construction of 2 No classrooms (Foundation laying, walling, roofing, fittings and paintworks)	2,000,000.00	New
Wakukha Primary school	4-037-209-2630204-104-2019/20-014	Construction of 2 No classrooms (Foundation laying, walling, roofing, fittings and paintworks)	2,000,000.00	New

Project Name	Project Number	Project Activity	Amount Allocated	Status
Ihondolo Primary school	4-037-209-2630204-104-2019/20-015	Construction of 2 No classrooms (Foundation laying, walling, roofing, fittings and paintworks)	2,000,000.00	New
Mukumu Primary Boarding school	4-037-209-2630204-104-2019/20-016	Renovation of Dining hall (1000 Dining hall Capacity) + Kitchen (Flooring, Fixing window panes, Roofing, Paintings and paintworks)	3,500,000.00	New
TOTAL			71,341,931.03	


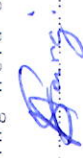
Project Name	Project Number	Project Activity	Amount Allocated	Status
Ivakale Secondary school	4-037-209-2630205-104-2019/20-001	Additional funding for the completion of 4 No classrooms and administration block. (walling, Roofing, fittings and paintworks)	3,332,973.00	Ongoing
Rev Kisia Secondary school	4-037-209-2630205-104-2019/20-002	Construction of 3 No classrooms (Foundation laying, walling, roofing, fittings and paintworks)	3,000,000.00	New
Bukhaiywa Primary school	4-037-209-2630205-104-2019/20-003	Additional funds for construction of 8 No classrooms. (Slab Casting and walling)	3,000,000.00	Ongoing
Iloro Secondary school	4-037-209-2630205-104-2019/20-004	Construction of 2 No classrooms (Foundation laying, walling, roofing, fittings and paintworks)	2,000,000.00	New

Project Name	Project Number	Project Activity	Amount Allocated	Status
Shamiloli Secondary school	4-037-209-2630205-104-2019/20-005	Construction of 4 No classrooms (Foundation laying, walling, roofing, fittings and paintworks)	4,000,000.00	New
Shandarema Secondary school	4-037-209-2630205-104-2019/20-006	Additional funds to complete purchase of 67 Seater Scania school bus.	3,500,000.00	Ongoing
TOTAL			19,332,973.00	
GRAND TOTAL COST			137,367,724.14	

Commented [h1]: Add Total Cost

For adoption of this agenda Mr Jaume Achesa Proposed and was seconded by Mrs. Hellen Mckenzie.

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Chairman  Secretary 

MIN .43 SHINYALU-NG-CDFC 05/11/2019: APPOINTMENT OF COMMITTEE TO FACILITATE HANDOVER OF PREVIOUS NG-CDF OFFICES.


It was brought to the urgent attention of members that the previous NG-CDFC offices had been donated to Shinyalu Sub-County Hospital un procedurally. The FAM informed members that the NG-CDF Board had declined to authorize Shinyalu NG-CDFC to construct new offices on the premise that the old offices have not yet been officially handed over. The FAM also read out a letter from the Sub- County Medical Officer *REF NO: CGK/MOH/SHY/HC/5/5 VOL 1* requesting the NG-CDFC to officially handover the offices. It was discussed and agreed the following people be appointed to form part of the ad Hoc committee to spearhead the official handover of the of the former NG-CDFC offices:

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|--------------------------------|--------|
| 1. Mr Jaune Achesa | Member |
| 2. Sub County Administrator | Member |
| 3. Sub-County MO | Member |
| 4. Constituency Office Manager | Member |
| 5. Mr. Julius Oketch | FAM |

The team was ask to meet and set a date for discussions. For adoption of this agenda Mrs Adelaide Mbuya proposed and was seconded by Mr Julius Ashimeme.


Approved for Circulation by;

Signed.....
Date.....5/11/2019.....
Chairman

Signed.....
Date.....5-11-2019.....
Secretary

Confirmed by:

Signed.....
Date.....5/11/2019.....
Chairman

Signed.....
Date.....5-11-2019.....
Secretary

Distribution;

1. The Chief Executive
National Government Constituencies Development Fund Board
Nairobi
2. The National Treasury Sub County Accountant,
Kakamega East Sub county
Shinyalu

Signed.....
Secretary.....