



NG-CDF

NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND

KISUMU EAST CONSTITUENCY

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MINUTES OF KISUMU EAST NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT
FUND COMMITTEE MEETING HELD ON JANUARY 11, 2018 AT NG-CDF OFFICES

PRESENT

- | | |
|----------------------------|-------------------------------------|
| 1. Jackton Achola | Chairman |
| 2. Donna Melicia Otieno | Secretary |
| 3. George Onyango Ondere | Member |
| 4. Charles Otieno Okelo | Member |
| 5. Caroline Sewe Opodi | Member |
| 6. Lillian Adhiambo Alloys | Member |
| 7. Zachary Ngwena Odida | Member |
| 8. Benard Ouma Ojuka | Member |
| 9. Josephine Ouko | Deputy County Commissioner (Member) |
| 10. Kipngetich Langat | Fund Account Manager (Member) |

IN ATTENDANCE

- | | |
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| 11. Hon Shakeel Shabbir | Member of Parliament |
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AGENDA

- i) Communication from the chairman
- ii) Reading and confirmation of previous minutes
- iii) Matter arising from the previous minutes
- iv) Employment Contracts for NGCDF Staff
- v) Engagement of Interns
- vi) Project Proposals for 2017/2018
- vii) Committee Allowances
- viii) Sub Committee Work-plan
- ix) Any other Business

PRELIMINARIES

The meeting started at 10.45 AM with a word of prayer led by Zachary Ojida.

KSMEAST/NGCDF/07/11/01/2018:: COMMUNICATION FROM THE CHAIRMAN

After confirmation of quorum, the chairperson called the meeting to order and asked members to do self-introduction.

KSMEAST/NGCDF/08/11/01/2018:: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The secretary took the members through the minutes of the previous meeting which were confirmed by George Ondere as true and seconded by Lilian Adhiambo.

KSMEAST/NGCDF/09/11/01/2018:: MATTERS ARISING

There were no matters arising.

KSMEAST/NGCDF/10/11/01/2018:: EMPLOYMENT CONTRACTS FOR NGCDF STAFF

Members were informed that NGCDF Staff whose contracts had expired on September 30, 2017 had been engaged on temporary basis beyond as from October 1, 2017. The employees were receiving a monthly stipend of Ksh 12,000 each pending the renewal of their contracts by the NGCDF Committee.

The Fund Account Manager took members through the proposed budget for administration and recurrent expenses and the job description of each member of staff with a view of determining the probable pay.

Renewal of Contracts

Members approved the renewal of the contracts for the following staff members at the rate given. The contracts will be 3 years from October 1, 2017.

SN	EMPLOYEE NAME	DESIGNATION	GROSS PAY
1.	JAMES ONYANGO OPIO	Program Officer	40,078.00
2.	PATRICK OWITI YAGAN	Accounts Assistant	30,804.00
3.	WILLIS OCHIENG OBADO	Clerk of Works	31,662.00
4.	MOSES OCHIENG OYUGI	Clerical Officer	28,789.00
5.	JUDITH SALOME ALUBAKHA	Receptionist	28,789.00
6.	CHRISANTHUS ABIERO	Driver	29,289.00
7.	JOHN OKEYO AMIMO	Field Officer	18,527.00

Additional Staff

Members further approved the engagement of the following additional staff members.

1) Kevin Owino Ngala

The officer will be engaged as a clerical officer and assigned duties by the Fund Account Manager accordingly.

2) John Awino Otiemo

The officer will be engaged as an Accounts Clerk to undertake duties as assigned by the Fund Account Manager. The officer will be specifically being in charge of PMC accounting.

The two officers will be designated and remunerated as follows.

SN	EMPLOYEE NAME	DESIGNATION	GROSS PAY
8.	KEVIN OWINO NGALA	Clerical Officer	28,789.00
9.	JOHN AWINO OTIEMO	Accounts Clerk	21,192.00

Payment of Salaries and Arrears

Members approved the payment of salary arrears for the months of October, November and December 2017 as follows;

	EMPLOYEE	DESIGNATION	OCT-17	NOV-17	DEC-17
1.	JAMES ONYANGO OPIO	Program Officer	28,078.00	28,078.00	28,078.00
2.	PATRICK OWITI YAGAN	Accounts Assistant	18,804.00	18,804.00	18,804.00
3.	WILLIS OCHIENG OBADO	Clerk of Works	19,662.00	19,662.00	19,662.00
4.	MOSES OCHIENG OYUGI	Clerical Officer	16,789.00	16,789.00	16,789.00
5.	JUDITH SALOME ALUBAKA	Receptionist	16,789.00	16,789.00	16,789.00
6.	CHRISANTHUS ABIERO	Driver	17,289.00	17,289.00	17,289.00
7.	JOHN OKEYO AMIMO	Field Officer	6,527.00	6,527.00	6,527.00
8.	KEVIN OWINO NGALA	Clerical Officer	16,789.00	16,789.00	16,789.00
9.	JOHN AWINO OTIEMO	Accounts Clerk	9,192.00	9,192.00	9,192.00
			149,919.00	149,919.00	149,919.00

KSMEAST/NGCDF/11/11/01/2018: ENGAGEMENT OF INTERNS

Members approved the engagement of interns of 4 interns (for a period of 3 months) to support the activities of NGCDF. The Fund Account Manager will determine the need and engage them accordingly. The interns will be paid a monthly stipend of Ksh 8,000 (Eight Thousand only)

KSMEAST/NGCDF/12/11/01/2018: PROJECT PROPOSAL FOR 2017/2018 FINANCIAL YEAR

The Fund Account Manager informed the constituency had been earlier allocated a total of Ksh 101,416,090.34. This was however reviewed downwards to Ksh 86,810,344.82 for the 2017/2018 financial year. He took members through the circular (Ref NG-CDFB/CIRCULAR Vol 1(121) dated July 25, 2017) on the guidelines for submission of 2017/18 project proposal. Members were reminded that the projects to be funded under the NGCDF Act 2015 were those falling under the National Government functions.

In the deliberations, emphasize was placed on the need to give priority to ongoing projects to ensure they are completed within reasonable time. The Fund Account Manager reiterated on the need to have a strategic plan in place to guide future developments.

Members deliberated on the proposal as contained in the Ward Report of 2016/17 and approved the following projects

a) Primary School Development

SN	PROJECT NAME	PROJECT ACTIVITY	AMOUNT ALLOCATED
1.	Alango Primary School	Completion of Renovation Works on 5 Classrooms (Activities: Painting and Glazing)	275,530.87
2.	Ayaro Primary School	Completion of 1 classroom (flooring)	102,000.00
3.	Dago Primary School	Construction of 2nd Floor (Walling, Roofing, and Staircases)	8,640,000.00
4.	Kadiju Primary School	Completion of 2 New Classrooms (Windows and Doors, glazing, Wall Plastering, flooring, painting and electrical works	750,000.00
5.	Kasagam Primary School	Completion of Renovation Works on 3 Classrooms (Painting works and General Finishes)	100,000.00
6.	Kibos Primary School	Completion of toilet construction (Painting and general finishes)	35,000.00
7.	Kunya Primary School	Completion of Renovation Works on 3 Classrooms (Painting and Glazing works)	500,000.00
8.	Obwolo Primary School	Completion of Administration Block (Roofing, Finishes and Painting)	700,000.00
9.	Okok Primary School	Completion of 1 Classroom (Painting and Decoration)	82,874.00
10.	Omungi Primary School	Completion of 2 New Classrooms (Wall Plastering, flooring, painting and electrical works	200,000.00
11.	Orongo Primary School	Completion of renovation of 4 Classrooms (Plastering and Painting)	735,000.00

12.	Rae Kajulu Primary School	Completion of 1 Classrooms (painting and electrical works)	100,000.00
13.	Rae Kanyaika Pri School	Completion of 1 classroom (Flooring , Painting and General Finishes)	200,000.00
14.	St Mark Nyabera Primary School	Renovation of Administration Block (Ceiling and Paintwork)	450,000.00
15.	St. John Masawa Primary School	Completion of 1 Classrooms (painting and electrical works)	244,000.00
16.	St. John Masawa Primary School	Completion of 5 door toilet construction (Painting and general finishes)	105,000.00
17.	Tido Primary School	Completion of 2 New Classrooms (, flooring, painting and electrical works	182,000.00
18.	Wandiege Primary School	Construction of 8 No. Classrooms Phase 2 (Walling at the 1st Floor, completion of ground Floor - Plastering of Ground Floor, Door and window fittings, floor finishes, glazing, painting and electrical works	13,000,000.00
		TOTALS	26,401,404.87

b) Secondary School Development

SN	PROJECT NAME	PROJECT ACTIVITY	AMOUNT ALLOCATED
1.	Akado Youth Polytechnic	Completion of VIP Toilets (Paintwork)	100,000.00
2.	Obwolo Secondary School	Completion of 2 New Classrooms (Sliding door partition, painting and general finishes)	250,000.00
3.	Renja Secondary School	Completion of VIP Toilets (4 Door): Fixing of Doors and Windows, Plaster, Flooring and General Finishes	115,000.00
4.	Renja Secondary School	Construction of a new Administration Block	1,300,000.00
5.	St. Dominic Bukna Secondary School	Completion of construction of Science Laboratory (Worktops, Mechanical Works, Plumbing Works, Gas Chamber construction, Painting and Decoration	1,250,000.00
6.	St. Dominic Bukna Secondary School	Completion of 10 Door Toilets (Roofing, Doors, Plaster, Fittings, Painting and Decoration)	250,000.00
		TOTALS	3,265,000.00

c) Security Projects

SN	PROJECT NAME	PROJECT ACTIVITY	AMOUNT ALLOCATED
1.	Gita Administration Police Camp	Completion of AP Housing 4 units (Plaster, Doors and Windows, Flooring, Painting and Decoration)	150,000.00
2.	Nyabera Administration Police Camp	Construction of 6 new Flushable toilets (Ksh 1,475,000) and connection to connection to KIWASCO Main Sewer line(Ksh 25,000)	1,500,000.00
3.	Obwolo Administration Police Camp	Completion of AP housing 4units (Roofing, Plastering, Flooring , Fittings, Painting and General Finishes)	800,000.00
4.	Otiak chiefs camp	Completion of 3 AP housing units (Plastering, Flooring , Fittings, Painting and General Finishes)	350,000.00
5.	Ragumo Administration Police Camp	Completion of 4 AP housing units (Fittings, Painting and General Finishes)	357,430.00
6.	Rweya Administration Police Camp	Completion of 3 AP housing units (Fittings, Painting and General Finishes)	275,000.00
		TOTALS	3,432,430.00

d) Constituency Office Projects

SN	PROJECT NAME	PROJECT ACTIVITY	AMOUNT ALLOCATED
1.	Constituency Strategic Plan	Provision for Development of a 5 year Constituency strategic plan	2,500,000.00
2.	Furniture for DCC's Office	Purchase of Office Equipment and Furniture (2 Executive Desks, Cabinets,(3), Office Tables (4), Office Chairs (8)	200,000.00
3.	NG-CDF Office Construction	Completion of Phase 1 of NGCDF Office construction and commencement of Phase 2; <i>Phase 1: Septic Tank, Plumbing Works, Window glazing, painting and electrical works (2,700,000)</i> <i>Phase 2: Walling of 1st floor, roofing, windows and doors, plaster , flooring, painting and electrical works (Ksh 5,300,000)</i> Office Partitions and Purchase of Curtains (Ksh 2,000,000)	10,000,000.00

4.	Constituency Information Hubs	Funds set aside for the procurement of System and Services comprising of Satellite antennae, Routers, Digital Access Kits and Digital Ruggedized tablets, WIFI with outdoor wireless device complete with 12U Cabinet complete with installation accessories at the following centers i) Rweya Chief's Camp, (ii) Gita Chief's Camp, (iii) NGCDF Offices and (iv) Nyabera Youth Center each consting Ksh 1,169,256.80 (Incl of VAT)	4,677,027.20
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e) Statutory Allocations

SN	Project name	Sub Project	Project Activity	Amount Allocated
	Office Administration	Employees' Salaries	Payment of staff salaries and gratuity	3,801,527.00
		Goods and Services	Payment of Office Rent, Security, Utilities and Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea	412,593.69
		NHIF	Payment of NHIF Deductions	71,000.00
		NSSF	Payment of NSSF Deductions	101,500.00
		Committee Expenses	Payment of Committee sitting allowances, transport, conferences	822,000.00
	Monitoring and Evaluation	Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence	756,310.34
		Committee Expenses	Payment of Committee sitting allowances, transport, conferences	648,000.00
		CDFC/PMC & Staff Capacity Building	Undertake Training of the PMCs/CDFCs on CDF Related issues	1,200,000.00
	BURSARY	Bursary - Secondary	Bursary for Secondary School	11,170,586.20
		Bursary - Tertiary / Universities	Bursary - Tertiary Institutions	9,500,000.00
		Bursary - Special Schools	Bursary - Special Schools	1,032,000.00
	SPORTS	Kisumu East Constituency Tournament	Constituency Football and Netball Tournament: Purchase of Sports Kits and Facilitation of Tournament	750,000.00
		Obwolo Primary School Playground	Rehabilitation of Playing Field: Levelling, Drainage works	750,000.00
				1,500,000.00

ENVIRONMENT	Environmental Activities	Tree planting in Schools (Kindu Primary School (50,000), Oriang Primary School (50,000), Got Nyabondo Primary School (50,000), Got Nyabondo Secondary School (50,000), Obino Primary School (50,000), Kibos Secondary School (50,000), Kibos Primary School (50,000), Kunya Primary School (50,000), Dr. Aloo Gumbi Secondary School (50,000), Kindu Secondary School (50,000), St Alloys Mayenya Secondary School (50,000), Nyaimbo Primary School (50,000), Rae Kanyaika Primary School (50,000), Bungu Primary School (50,000) Arywang Primary School (50,000)	750,000.00
EMERGENCY	Emergency (5%)	Funds set aside for to cater for unforeseen occurrences during the Financial Year.	4,568,965.52

KSMEAST/NGCDF/13/11/01/2018: COMMITTEE ALLOWANCES

a) Communication Allowances

It was proposed and approved that communication allowances (monthly in arrears) be paid for the following officers

S.N.	OFFICER	AMOUNT
1.	NGCDF COMMITTEE CHAIRMAN	7,000.00
2.	NGCDF COMMITTEE SECRETARY	5,000.00
3.	FUND ACCOUNT MANAGER	5,000.00
4.	PROGRAM OFFICER	3,000.00

b) Sitting Allowances

It was proposed and approved that sitting allowances shall be paid on the rates below

i. NGCDF Meetings

Allowances will be paid at the rate prescribed by the NGCDF Board as below

S.N.	DESCRIPTION	RATE
1.	Chairperson	7,000.00
2.	Members	5,000.00

ii. Sub Committee Meetings

S.N.	DESCRIPTION	RATE
1.	Chairperson	3,000.00
2.	Members	2,000.00

iii. Field Visits

S.N.	DESCRIPTION	RATE
1.	Chairperson	3,000.00
2.	Members	2,000.00
3.	Staff Lunch Allowances	500.00

iv. Meetings

Meetings eligible for paying sitting allowances are those that were planned for, notice given in time and with a substantive agenda.

v. Field Visits

Monitoring and Evaluation field visits will be scheduled at least 5 days in advance. Regular visits will be done by the M&E team while quarterly visits will be done by the entire NGCDFC accompanied by relevant government officers.

KSMEAST/NGCDF/14/11/01/2018: SUB COMMITTEES WORK PLAN

It was agreed that each sub-committee should develop their annual work-plan, this will guide in the planning for meetings. One member of staff will be seconded to each sub-committee to provide secretarial support.

KSMEAST/NGCDF/15/11/01/2018: ANY OTHER BUSINESS

There being no other business, the meeting came to close at 12.50 PM.

SECRETARY



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DONA MELICIA OTIENO

Secretary

Date..... 17.01.2018

CHAIRMAN



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JACKTON ODHIAMBO ACHOLA

Chairman

Date..... 17.01.2018

