



NG-CDF BOARD

National Government Constituencies Development Fund Board  
Ndhiwa Constituency  
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**MINUTES OF NG – CDFC MEETING HELD ON 19<sup>TH</sup> DECEMBER 2017 AT  
THE NDHIWA COMMUNITY RESOURCE CENTRE HALL.**

**MEMBERS PRESENT**

- |                          |  |
|--------------------------|--|
| 1. James Maina Allam     | Assistant County Commissioner (Chairman) |
| 2. Kennedy Chacha        | Fund Account Manager ( Secretary)        |
| 3. Lameck Otieno Ogolla  | Member                                   |
| 4. Pauline Aketch Obosy  | Member                                   |
| 5. Sophia Achieng Obungu | Member                                   |
| 6. Maurice Onacho Oyoko  | Member                                   |
| 7. Pamela Otieno Olela   | Member                                   |
| 8. Beanox Owaga Ojimbi   | Member                                   |

**IN-ATTENDANCE**

- |                  |                            |
|------------------|----------------------------|
| 1. Meshack Amayo | Sub -County Accountant     |
| 3. Samson Wekesa | Sub – County Works Officer |

**ABSENT WITH APOLOGY**

- |                       |        |
|-----------------------|--------|
| 1. Janes Owuor Ojalla | Member |
|-----------------------|--------|

**AGENDAS**

1. Opening Remarks & Introduction of Members
2. Overview of NG -CDF
3. Election of Chairman and Secretary
4. Selection of Sub Committees
5. Appointment of new bank signatories
6. Handing Over
7. Change of Constituency Bank Account
8. Ward Meetings for Project Proposals 2017/2018 FY
9. A.O.B.

**Min Ndhiwa NG-CDFC/01/2017/2018: Opening Remarks and Introduction of Members.**

The meeting began with a word of prayer from Pauline Obosy at 10:10 am thereafter the Fund Account Manager welcomed the members present to the meeting. He gave apologies of Hon. Martin Owino who had wished to come to the meeting for a brief talk and as an in attendance and to welcome and congratulate the members for their gazettelement. The FAM however congratulated members for the gazettelement via gazette notice Vol. CXIX- No. 180 of 8<sup>th</sup> December 2017 and assured them of a good and harmonious working relationship in the Committee and staff. He further thanked the members for the quick response towards the call for the meeting which he said will instill confidence expected from them during the period/tenure. The members were further informed that the days agendas were detailed and could take long for discussion hence requested all of them to be attentive and participative especially now that the Technical department officers were present and their briefs being tabled in the meeting. Apologies from Mr Janes Ojalla were registered to members as we was said to be away on other government duty hence could not make it.

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Being the first meeting of the committee members were asked to introduce themselves and being that they did not represent a particular ward as per selection criteria, the introduction was also good so as to show diversified representation in the constituency and gender parity. Introduction and representation was as under:

Name of Member	Nomination Category	Area of residence/ Ward
Lameck Otieno Ogolla	Male Youth Representative	Kologi
Pauline Aketch Obosy	Female Adult Representative	Kanyadoto
Beanox Owaga Ojimbi	Representative of Persons Living with Disability	South Kabuoch
Sophia Achieng Obungu	Female Youth Representative	Kosewe
Maurice Onacho Oyoko	Male Nominee of Constituency Office	North Kabuoch
Pamela Otieno Olela	Female Nominee of Constituency Office	Kanyikela

The Male Adult Representative, Janes Owuor Ojala representing Kwabwai ward was absent with apology hence members were informed about him. This showed a representation of all wards within Ndhiwa(7). Contrary to the former NGCDFC, the co-opted members names and particulars had been sent to Nairobi and awaiting approval and communication was being awaited from the NG-CDF Board and that the member was not part of the attendance till the office receives communication over the same.

**Min Ndhiwa NG-CDFC/02/2017/2018: Overview of NG-CDF.**

The Fund Account Manager took members through an overview of NG-CDF, the NG-CDF 2015, few guidelines required among many that will be in use during the normal day to day operations of the constituency. He further informed them to go through the Act and make it their reference always and involve consultative approach on matters that needs further understanding.

The ACC Mr Maina informed members that there will be an organized training for members both by NG-CDF Board as a tradition and Ndhiwa Office so as to make members aware of all procedures relating to CDF and that will be subject to receipt of funds from the board

**Min Ndhiwa NG-CDFC/03/2017/2018: Election of Chairman and Secretary.**

As per the NG -CDF Circular ref: NG-CDFB/CIRCULARS/VOL.II(113) on operationalization of National Government Constituency Development Fund Committees, it required that during the first inaugural meeting, members shall elect the Chairman and Secretary of the NG-CDFC in adherence to provisions of section 7 and 8 of the regulations 2016. The members were informed that selection must further adhere to regulation 7 (3) which requires that the persons elected as Chairpersons or Secretary be holder of Kenya Certificate of Secondary Education and regulation 8 (1) which requires that the Chairperson be elected from among the persons referred to in section 43 sub section 2 (b),(c) and (d) of the principal Act, meaning that the Chairman can only be elected essentially from the two men( one being a youth), two women( one being a youth) or from the person living with disability as envisaged in section 43 of the NG -CDF Act 2015.

Having read the above to the members and interpretation of the same, Pauline Obosy proposed that Janes Owuor Ojalla be elected as the Chairman in absentia with Pamela Olela seconding the proposal. Maurice Onacho Proposed Pamela Olela being a female for gender parity but Pamela declined the offer citing her other personal committed responsibilities which could hinder her in serving in that post. In that regard members then anonymously agreed to elect Janes Owuor Ojalla as the Chairman in absentia

The proposal for the Committee Secretary was suggested by Sophia Abungu who proposed Lameck Otieno Ogolla, while Beanox Ojimbi proposed Pauline Obosy. The two were asked to move out of the hall to allow for voting which was done by show of hands and results shown as follows:

Lameck Otieno Ogolla - 03 Votes

Pauline Obosy - 01 Vote

From the above results, **Lameck Otieno Ogolla** was elected Secretary to the Committee

The Chairman thanked the members for the cooperation they showed and asked them to work honestly for the people of Ndhiwa Constituency and more so cooperation with the Officer of the Board so as to make development agenda for the constituency easier. The elected officials thanked the team for the trust they ha bestowed in them and promised to work extra hard as will be required of them.

**Min Ndhiwa NG-CDFC/04/2017/2018 Selection of Sub Committee Members.**

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The Fund Account Manager informed members that based on the Circulars and regulations 2016, and for operationalization of the committee, several subcommittees were to be formed whose role will be to oversee the operations and day to day running of the affairs in the constituency. The several subcommittees will comprise of the following among others:

- Bursary Sub committee
- Monitoring and Evaluation sub committee
- Complains handling sub committee
- Constituency Roads Committee
- Environment & Sports Committee

The Membership of those committees was agreed as under:

**Bursary Sub Committee**

- |                        |          |
|------------------------|----------|
| • Janes Owuor Ojalla   | Member   |
| • Maurice Onacho Oyoko | Chairman |
| • Pamela Otieno Olela  | Member   |
| • Beanox Owaga Ojimbi  | Member   |

**Monitoring and Evaluation Sub Committee**

- |                         |           |
|-------------------------|-----------|
| • Lameck Otieno Ogolla  | Member    |
| • Pauline Aketch Obosy  | Chairlady |
| • Sophia Achieng Obungu | Member    |
| • Janes Owuor Ojalla    | Member    |
| • Maurice Onacho Oyoko  | Member    |
| • Pamela Otieno Olela   | Member    |
| • Beanox Owaga Ojimbi   | Member    |

**Complains handling Sub Committee**

- |                         |          |
|-------------------------|----------|
| • James Maina Allam     | Chairman |
| • Lameck Otieno Ogolla  | Member   |
| • Sophia Achieng Obungu | Member   |

**Constituency Roads Committee**

- |                         |          |
|-------------------------|----------|
| • Sophia Achieng Obungu | Member   |
| • Pamela Otieno Olela   | Member   |
| • Lameck Otieno Ogolla  | Chairman |

**Environment & Sports Sub Committee**

- |                         |             |
|-------------------------|-------------|
| • Sophia Achieng Obungu | Chairperson |
| • Maurice Onacho Oyoko  | Member      |
| • Pauline Aketch Obosy  | Member      |

The Fund Account Manager informed members that there will be a Constituency Oversight Committee in place as per the Board Guidelines which will work hand in hand with them during Monitoring of projects whose members will be known to them once established. The Co-opted member will be included in several sub committees when communication is received for his appointment.

**Min Ndhiwa NG-CDFC/05/2017/2018 Appointment of Bank Signatories.**

Members were informed that in conformity with section 12(2) of the NG -CDF Act 2015, provision is given that at least three signatories shall be required for every cheques or instrument for actual payment or withdrawal of funds from a constituency account and the signing instruction be such that there shall be

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at least one signature of an officer seconded by the board and **at least two** signatures of two members of the constituency committee. The District Accountant remains a signatory to the constituency NG – CDF Bank Account as per earlier circulars and Public Finance Management Act. The NG –CDF Board circular further draws attention to members in respect to regulation 8(2-g) which requires that the Chairperson be among the two bank signatories drawn from the constituency committee membership as envisaged under section 12(2) of the principal Act. For this matter, the chairperson and Secretary been elected and also to serve as bank signatories members anonymously agreed that Pamela Otieno Olela serve as the the second alternate signatory to the NG –CDFC Account after proposal by Pauline Obossy, thus signatories will be as follows:

Name	Id No	Designation	Phone Contact	Mandate
Meshack Amayo	20036222	District Accountant	0722165143	<b>Mandatory</b>
Kennedy M Chacha	11394521	Fund Account Manager	0722471936	<b>Mandatory</b>
Janes Owuor Ojala	23478636	NG –CDFC Chairman	0721200921	Signatory
Lameck Otieno Ogola	24033348	NG- CDFC Secretary	0710779845	Signatory
Pamela Otieno Olela	49306884	NG-CDFC Member	0718285436	Alternate Signatory

Each payment or withdrawal will bear three signatures as per the requirement of Public Finance Management Act with the District Accountant and Fund Account Managers signatures being **Mandatory**. The Fund Account Manager was urged to make necessary arrangement to facilitate the changes so as to make operations possible.

**Min Ndhiwa NG-CDFC/06/2017/2018: Handing Over**

The Chairman informed members that there will be a formal handing over and taking over from the former NG-CDFC Members to the Current members as the other members term lapsed upon gazetment and appointment of the current members. He urged the FAM to organize for the exercise once funds are disbursed in order to pay allowances to the outgoing members and at least cater for a group lunch. The FAM informed members that he had already done the handing over/taking over report and awaiting the material day.

**Min Ndhiwa NG-CDFC/07/2017/2018: Change of Constituency Bank Account**

Members requested to know the benefits that accrue from the current banking institution that account was being held for NG-CDF. The FAM informed them that apart from the then cdfc training held at the Ndhiwa Village Resort where Cooperative bank had participated, he had not engaged them in any way. One member gave an example of some institutions partnering on social collective responsibility and visible projects or activities done by the institution could be witnessed or told of contrary to Cooperative bank which has not exercised anything to the community benefit.

In these regard members requested the NG-CDFC Bank account moved from Cooperative bank Ndhiwa Branch to either KCB or Equity Bank which both have branches in Homabay. This is due to the fact that both banks have Scholarship programs for bright students which help up to 15 students each year on WINGS TO FLY program in Equity Bank and an equivalent fee support program in Kenya Commercial Bank.

After a thorough analysis of the benefits accruing from each institution, the members proposed to seek for means of changing the Bank account from **Cooperative Bank Ndhiwa Branch to Equity Bank Homabay branch**. The Fund Account Manager however informed members that the process will need an approval from the NG-CDF Board who will give an authority for opening/operating/moving the account to the preferred bank. The former bank (if authority is given) will still operate for a period of six months so as to allow clearance of transactions affecting the said account.

**Min Ndhiwa NG-CDFC/07/2017/2018: Ward Meetings for Project Proposals 2017/2018 FY**

The FAM informed members of the guidelines and requirements of NG-CDF Act 2015 and Provisions of Section 27(1) which requires that Chairperson of the Constituency Committee shall, within the first year of the commencement of a new Parliament and at least once every two years thereafter, convene open forum public meetings in every ward in the Constituency to deliberate on development matters in the ward and in the Constituency. The Committee will therefore be holding the said meetings for the

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purpose of identifying projects for funding in 2017/2018 financial year. This dates and program will be communicated to members once agreed by the Deputy County Commissioner and the Fund Account manager and public mobilization is done. The program is supposed to cover all the seven wards in the Constituency and ward report compiled for all the projects proposed and in order of priority.

**Min Ndhiwa NG-CDFC/07/2017/2018: AOB.**

- The Fund Account Manager informed members that the NG-CDF Land rover GK A191X had been damaged where salt had been poured in the engine between 23<sup>rd</sup> and 28<sup>th</sup> November 2017. The matter had been reported to the Sub County Criminal Investigation Department for investigation and report of the same be given to the Fund Account Manager with necessary action being taken against the culprit. The matter has also been reported to several authorities including the NG-CDF Board, Deputy County Commissioner and the Member of National Assembly.
  
- There was concern of when bursary fund will be allocated to various beneficiaries with most parents complaining of delayed voting. The FAM attributed this to delayed submission of project proposal and subsequent release of funds. He however informed members that forms were being issued in relevant government offices in all locations and dully filled forms being received in the office awaiting funds and vetting. Meetings of subcommittee for bursaries will be held and tentative program established for ward vetting of beneficiaries.
  
- There were concerns about poor roads network brought about by heavy rains which has washed away most of them. Members requested the FAM to seek for ways and ensure inclusion of at least major roads leading to public schools being included in the project proposal for 2017/2018' funding with others being covered under emergency program. The road from Got Kojowi to Nyamogo – Nyandoto was said to be impassible to the extent that KCSE exams could not be delivered to school and instead the examiners had to trek on foot around 5km. Other roads too and in bad condition and will be dealt with as proposals are prepared taking into consideration on National Government roads.

There being no other business of the day, the meeting was ended with a word of prayer from Lameck Otiemo at 3.20Pm.

Signed by

Secretary .....



Chairman .....





NDHIWA NG-CDF  
IEBC NUMBER 250

CONSTITUENCY DEVELOPMENT FUND

WARD REPORT

2017/2018 FINANCIAL YEAR

SUBMITTED  
FEBRUARY 2018

### 3.3.4 COMMENTS BY THE NG-CDFC SECRETARY

He enlightened the meeting of the various devolved funds in the constituency, and stressed the need of all the stakeholders to come together during planning to avoid duplication and double funding of projects. He called upon the County Government and KeRRA to share their development projects publicly to enable the constituents be aware of projects being implemented in their areas.

### 3.3.5 COMMENTS BY THE AREA MEMBER OF NATIONAL ASSEMBLY

The Chairman impressed upon the members present to continue sensitising the public, on bursary application and focus on development issues by putting politics at bay. He further informed the members that all the projects cannot be implemented at once but gradually hence the need of setting priorities.

### 3.3.6 PROJECT PRIORITIES IDENTIFIED IN SOUTH KABUOCH WARD

The Ward Coordinator presented the following;

PROJECT PROPOSED	SECTOR	ACTIVITY	SUB-LOCATION
Saramba Primary	Education	Construction of Classrooms	Ogandi
Oneno nam Primary	Education	Completion of 2No. Classrooms	Kamenya
Pap Kamenya School	Education	Completion of 2No. Classrooms	Kamenya
Gina Primary	Education	Completion of 2No. Classrooms	Kamenya
Maroo Primary	Education	Completion of 2No. Classrooms	Kobita
Ober Kabuoch Primary	Education	Completion of 2No. Classrooms and pit latrines	Kobita
Ondati Primary	Education	Completion of 3No. Classrooms	Ogandi
Kaguria Secondary	Education	Completion of 2No. Classrooms	Kaguria
Ototo Secondary	Education	Completion of 2No. Classrooms	Ogandi
Lwanda Kobita AP houses	Security	Completion of AP Post	Kobita
Kaguria Chief's Office	Security	Completion of Chief's office	
Pap Kamenya-Ponge-Onenonam-kilo Road	Road	Opening of 5km road	Ogandi
Ndhiwa-Pala Road	Road	Opening of 5km road	Ogandi
Ototo-Ogada road	Road	Opening of 5km road	Ogandi
Otochogo-gina road	Road	Opening of 5km road	Ogandi
Ponge-Kuuwe Road	Road	Opening of 5km road	Ogandi

The Area Member of Parliament request the Constituency Chaplain to order for prayer at 5:40p.m

**SUMMARY**

The Member of Parliament took the opportunity to thank all leaders especially the Members of County Assembly for taking their time and showing commitment towards developing Ndhwa Constituency. He urged the members of the public to cooperate with the NG-CDFCs so as to make the Constituency the best in terms of development in the County and Region.

The Assistant County Commissioner 1 thanked officials of the Provincial administration for the quick response they made to mobilize members of the public to attend the forums. He urged them to ensure peace prevails in their area of jurisdiction without forgetting to mention the illicit brew menace.

The Chairman NG-CDFC praised hardworking members of the Project Management Committees and urged others to follow examples of best managed projects. He informed the public that he will ensure through Monitoring and Evaluation by NG-CDFC team that all Projects show value for money at the end of the project period. He thereafter called upon Chaplain to close the meeting with a word of prayer.

  
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Signed (Chairman)

31.01.2018


Date

  
\_\_\_\_\_

Signed (Fund Account Manager)

31.01.2018

Date

  
\_\_\_\_\_

Signed (Deputy County Commissioner)

WESTERN COUNTY COMMISSIONER  
NDHIWA SUB-COUNTY  
P.O. Box 1-40302  
NDHIWA

31.1.2018

Date



