



**MINUTES OF THE 8TH RARIEDA NG-CDFC MEETING HELD ON 18TH FEBRUARY 2022, AT RARIEDA
NG-CDFC BOARDROOM AT 11:00 AM.**

PRESENT

1. Dr. Paul Ochanda Saoke - Chairman.
2. Kennedy Chacha - Fund Account Manager(Taking Minutes)
3. Mark Ajwang - Member.
4. William Odongo - Member
5. Emmah Atieno - Member.
6. Jocinta Aketch Obenge - Member.
7. Sylvance Ragwanda Ofwongo - Member.

IN ATTENDANCE

1. Bosek Langat - Deputy County Commissioner.
2. Teraffin Mogaka - Sub County Accountant.
3. Geff Atwenga -Constituency Manager
4. Collins Awando -Assistant Constituency Manager
5. Vanessa Onyango - Clerk of Works.

ABSENT

- Bertha Ongonga - Secretary.

AGENDAS

1. Preliminaries.
2. Introduction and Adoption of Agenda.
3. Reading and Confirmation of Previous Meeting Minutes.
4. Matters Arising from the Previous Minutes.
5. AIE B128682 Allocation
6. Bursary Issues
7. NG-CDFC Conduct and Concerns
8. Staff Matters.
9. Bench Marking.
10. Change of Project Activity.
11. Emergency Requests.
12. Reallocation of Funds.
13. Status of KMTC funded projects.
14. A.O.B.
15. Date of next meeting.
16. Adjournment.

MIN. 79/RAR/NG - CDFC/ 18/02/2022: PRELIMINARIES.

The Chairman called the meeting to order at 11:00am and invited William Odongo to lead the members in prayer. Thereafter, he appreciated the members for honoring the meeting. He requested the Fund Account Manager to be in charge of the Secretary's duties as the Secretary was not available and had not notified him.

MIN. 80/RAR/NG - CDFC/ 18/02/2022: INTRODUCTION AND ADOPTION OF AGENDA.

The list of agenda was introduced to the members by the Chairperson and it was proposed for adoption without amendments by Emmah Atieno and seconded by Jocinter Obenge for discussions.

MIN. 81/RAR/NG - CDFC/ 18/02/2022: READING AND CONFIRMATION OF THE MINUTE OF 5th JANUARY, 2022.

The minutes of 5th /01/2022 were read out by the Fund Account Manager who was taking minutes as the Secretary was absent. They were proposed and seconded to be true records of the proceedings by Jocinta Obenge and William Odongo respectively.

MIN. 82/RAR/NG - CDFC/18/02/2022: MATTERS ARISING FROM THE MINUTES OF 5 JANUARY, 2022.

There were no matters arising.

MIN. 83/RAR/NG – CDFC/18/02/2022: AIE B128682 ALLOCATION.

The Fund Account Manager informed members that they had received Ksh 5,000,000 from the NG-CDF Board vide AIE No. B128682.

The Committee distributed the funds as follows:

PROJECT CODE	NAME OF PROJECT	ACTIVITY	AMOUNT
ADMN.& RECURRENT EXPENDITURE			
4-0041-237-2110201-100-2021-2022-1	Employees' Salaries	Payment of staff salaries	500,000.00
TOTAL ADMN.& RECURRENT EXPENDITURE			500,000.00
SECONDARY SCHOOL PROJECTS			
4-0041-237-2630210-104-2021-2022-14	Mirando Ongalo Secondary School	Construction of a 300 capacity dining hall: Foundation and walling	1,000,000.00
4-0041-237-2630210-104-2020-2021-9	Kandaria Secondary School	Co-Funding purchase of 51 seater school bus	3,500,000.00

TOTAL SECONDARY SCHOOL			4,500,000.00
TOTALS			5,000,000.00

MIN. 84/RAR/NG – CDFC/18/02/2022: BURSARY ISSUES.

The Chairman informed the members that he had received complaints from various heads of schools and parents concerning the delay in issuing of bursaries. He stated that he tried containing the complaints received by explaining to the complainants of the change in the schools calendar, which has largely contributed to the delay in issuing of bursaries.

He further raised the issue of levies put in place by schools, more so the high schools which has immensely burdened parents and in turn has forced them to turn to other places i.e NG-CDF for assistance leading to the complaints raised in the issuing of bursaries. He further reiterated that these levies put in place are almost equivalent to the Government subsidiaries and thus a heavy burden and undue pressure greatly lies with the parents.

The Fund Account Manager appreciated the members for their presence and directed the members to study the bursary analysis as shown in table 1.

Table 1: Bursary Applicants Analysis FY 2021/2022

NAME OF WARD	DAY SECONDARY SCHOOL			BOARDING SCHOOL			TERTIARY COLLEGES			UNIVERSITIES		
	BOYS	GIRLS	TOTALS	BOYS	GIRLS	TOTALS	BOYS	GIRLS	TOTALS	BOYS	GIRLS	TOTALS
EAST ASEMBO	345	672	1017	93	208	221	85	105	190	79	82	161
WEST ASEMBO	815	712	1527	115	138	253	98	127	280	111	96	207
SOUTH UYOMA	222	301	523	65	102	167	53	67	120	65	53	118
WEST UYOMA	425	477	902	92	175	267	131	156	287	98	56	154
NORTH UYOMA	480	388	868	86	114	200	56	44	100	61	72	129
TOTALS	2,287	2,600	4,837	451	753	1,108	423	499	977	414	359	773

In addition, he informed the members that the total amount approved for bursary in FY 2021/2022 (Ksh 21,996,354.75) was inadequate to cater for all the applicants as demonstrated in table 2. An additional amount of Ksh 4,719,645.25 would be required in order to fully deal with all the applicants. He therefore opened a discussion to enable the members to come up with ideas on how to fund the deficit.

Table 2: Analysis on the amount of funding required covering all bursary applicants

CLUSTER	NO. OF APPLICANTS	PROPOSED AWARD PER APPICANT(KSH)	TOTAL AMOUNT
Day School	4,837	3,000.00	14,511,000.00
Boarding School	1,108	4,000.00	4,432,000.00
Tertiary	977	4,000.00	3,908,000.00
University	773	5,000.00	3,865,000.00
TOTAL			26,716,000.00

William Odongo suggested that bursary issuance should be done in phases by targeting the applicants in clusters starting with the cluster that urgently needed the funds. Geff Atwenga supported this by emphasizing that further analysis to be done and the neediest group to be given first priority. He sought clarity on whether the secondary applicants was inclusive of the form ones. The Fund Account Manager responded and informed him that the data was exclusive of form ones, as they had earlier been awarded bursary which was issued at Rambira Primary School grounds late last year.

The Chairman gave out the following proposal:

Table 3: Proposal on how to fund the deficit of Ksh 4,719,645.25

CLUSTER	NO. OF APPLICANTS	PROPOSED AWARD PER APPICANT(KSH)	TOTAL AMOUNT
Day School	4,837	2,000.00	9,674,000.00
Boarding School	1,108	3,000.00	3,324,000.00
Tertiary	977	4,000.00	3,908,000.00
University	773	5,000.00	3,865,000.00
TOTAL			20,771,000.00

Emma Atieno argued out that reducing the amount awarded per student as proposed by the chair would cause a lot of complaints by the public and would in turn require the members to do a lot of explanation to the public. Members unanimously agreed that the amounts for award to remain as stated in the table 2.

The Fund Account Manager appreciated the members for their contributions but singled out that the suggestions made by William and Geff were not particularly laying out how the deficit will be funded. He suggested two proposals:

1. Proposal One: Re-allocation of funds from schools that were to benefit from both project funding in FY 2021/2022 to bursary. He further explained that this would only work for schools with a high number of bursary applicants such as St. Mary's Lwak Girls High School and Ndigwa Secondary School among others as shown in the analysis attached in annex one. If members approved the re-allocation, then the projects should be funded in FY 2022/2023.
2. Proposal Two: Re-allocation of projects funds from the undisbursed funds for FY 2020/2021.

Members deliberated and agreed to re-allocate Ksh 6,000,000.00 from the undisbursed funds from the NG-CDFB once the funds were released. This was proposed by Jocinta Obenge and seconded by William Odong for adoption. The proposed re-allocation was to be forwarded to the NG-CDF Board for approval. If approved, this amount will fund the deficit as well as deal with any special cases.

In addition, it was noted that some cases arose on special cases where constituents approach the Honorable Member of Parliament's office hence higher consideration given ranging from ksh 10,000.00 to 20,000.00 based on the need. These cases will be considered as partially or fully sponsored students.

MIN. 84/RAR/NG – CD/FC/18/02/2022: NG-CD/FC MEMBERS CONDUCT AND CONCERNS

The Chairperson gave a chapeau to this agenda by informing members that Bertha Ongonga had relayed sensitive information concerning the administration and its operations on social media platforms. He employed the members to acquaint themselves with their mandates as stipulated in the NG-CDF Act. He further urged the members to also read and familiarize themselves with the Mwongozo Code.

The Chairperson brought to the attention of the members that the misconduct of Bertha Ongonga the secretary was uncalled for and that it was against her roles and responsibilities as a member as well as a secretary. He further explained that enough tolerance had been exercised towards her misconduct, as this was not the first time she was operating outside the set mandates. He reminded the members that they were a team and thus they should not impute ill motives on other members and the administration. He opened further discussions to this matter.

Sylvance Okite called out Bertha's conduct to be improper and that it was personal and was targeting a specific person. He further stated that Bertha should have been present to defend and explain herself but she chose not to attend the meeting.

William Odongo reiterated that members should know their roles to avoid misunderstandings. He also agreed that the act conducted was improper and uncalled for as the Secretary was writing a lot of uncalled for information in the political and social forums of Rarieda Constituency.

Emmah Atieno read out the messages that Bertha had posted in a WhatsApp platform in order to enable the members who were not in that platform to have a feel of what was going on. Among the messages read, one of them stated *"This is not the time to sugar coat things. How much have been given out in the name of KMTC? Sani nonego bed ni we celebrate together ni students osedonjo. Bende ngato osedhiye kanyo moneno the buildings. The MP had good dreams for Rarieda. To AWUORO. Sani awinjoni osechak fencing Bwaja. Uyak ayaka Kaka usega yako mamoko maonge results. PINY NONEU"*

She went ahead to state that the committee is a team and thus members should operate with trust and respect for other. She reiterated that proper channels should be used to air out disagreements or issues that may arise. Emma agreed with the members who had called out the posts to be out of order.

Mark Owino informed the members that he was not aware of what was going on as he is not in the whatsapp groups and went ahead to stress that he was disappointed with the posts. He said that on this matter he can not support Bertha as it was a misconduct as a member.

The District Accountant reminded the members that they are Public Servants and should thus carry themselves as such. He went ahead to state that the members should learn to balance administrative and political matters.

After deliberations, the following resolutions were made:

- i. Bertha Ongonga to give a written explanation on the sentiments she made on social media. Thereafter, she should make an apology on all the groups she had posted. Failure to adhere to this, the matter will be forwarded to the Member of Parliament for further discussion.
- ii. NG-CDFC members to be signing a code of conduct alongside their contract documents when coming into office after gazettelement.

MIN. 85/RAR/NG – CDFC/18/02/2022: STAFF MATTERS

The Fund Account Manager informed members of the concerns he had over Mitchel Otieno who is a NG-CDFC employee holding the position of an ICT Assistant. He highlighted the following issues:

- i. Gross Misconduct: He informed members that Mitchel Otieno has abused him in two scenarios, the last scenario being in front of the Constituency Manager and Clients. He had served Mitchel with a letter on gross misconduct, which required her to respond within 14 days. In addition, he informed members that she had initially received a warning letter from the former Fund Account Manager, Mr. Peter Achar. The fund Account Manager read out Mitchel's response letter as attached in annex two.
- ii. He further informed members that he had issues with other employees who abscond work and only report when the month is about to end. Other employees are not executing their duties

and responsibilities as required. He therefore urged the members to talk to the employees in reference to the issues raised.

The following resolutions were made:

- i. Mitchel Otieno to be an interdiction and not engaged in any NG-CDF duties till further guidance is sought as from the letter by the former Fund Account Manager , this seemed to be her final verdict in office.
- ii. Mitchel was assigned to the Constituency Office Manager who would be engaging her from time to time but on half salary incase her verdict will be determined.
- iii. Staff matters to be perennial discussions in NG-CDFC meetings.

MIN. 86/RAR/NG – CDFC/18/02/2022: BENCH MARKING

The Fund Account Manager reminded members that one of the approved projects in FY 2021/2022 is Benchmarking. He proposed the following circuits for benchmarking to the members:

- i. South Rift.
- ii. South Nyanza
- iii. Western

He informed the members that he had communicated to the Fund Account Managers in the South Rift circuit. His proposal for the South Rift route is to constitute of Luanda, Ikolomani, Emgwen and Kapsaret Constituencies.

The members seconded the South Rift Circuit. The proposed dates were from 7th to 11th March which were subject to change based on the availability of funds. The Fund Account Mnager informed the members that he would inform the on the budget and other logistics ones they were ready.

MIN. 87/RAR/NG – CDFC/18/02/2022: CHANGE OF PROJECT ACTIVITY

The Fund Account Manager informed members that some schools funded in Financial Year 2020/2021 and 2021/2022 had requested for change of project activity as shown in the table below:

PROJECT NAME	APPROVED PROJECT ACTIVITY	APPROVED AMOUNT	CHANGE OF ACTIVITY
FY 2020/2021			
Kolo Primary School	Completion of 1No. classroom (Plastering, doors, windows & painting)	200,000.00	Construction of 1No. Classroom
Rabel Primary School	Renovation of 2No. classrooms to completion- walling, roofing & painting	400,000.00	Construction of 1No. Classroom
Kanyichudho Primary School	Construction of 1No. classroom to completion- Foundation, walling, roofing, plastering & painting	700,000.00	i. Construction of a 4No. Door Pit Latrine which ii. Maintenance of the access road from Kokise Junction
Lwala Rahongo Primary School	Renovation of 2No. classrooms to completion- Walling, roofing & painting	400,000.00	Completion of 1No. Classroom
Got Bondo Primary School	Renovation of 2No. classrooms to completion- Walling, roofing, & painting	400,000.00	Fencing and installation of a gate.
Oboch Primary School	Renovation of 2No. classrooms to completion-	400,000.00	Fencing and installation of a gate.

	Walling, roofing, doors, windows & painting		
Omboye Primary School	Renovation of 2No. classrooms to completion- Walling, roofing & painting	400,000.00	Construction of 1No. Classroom
FY 2021/2022			
Luoro Primary School	Construction of 1 classroom to completion- Foundation, walling, roofing, plastering, Tiling & painting	900,000.00	Construction of 9No. door pit latrine
Gundarut Primary School	Renovation of 3 Classrooms: repair of floor and walls, replacement of broken glasses and painting.	600,000.00	Completion of administration block.
Bar Kogonga Primary School	Fencing of 2 acres school compound (600 meters) to completion using chain link metal bars, barbed wire & installation of gate	600,000.00	Renovation of 3 classrooms, an office and the existing gate.
Kadundo Primary School	Additional funds for Fencing of 2 acres school compound (600metres) -using metal bars, barbed wire & installation of gate(Ksh 100,000), Renovation of 2 classrooms: Flooring and wall repairs, glazing and painting (Ksh 400,0000)	500,000.00	Fencing of school compound and installation of a gate.
Kahoya Primary School	Construction of 1 Classroom to completion: Foundation , walling, roofing ,fitting of windows and doors, window panes, flooring, tiling and painting	900,000.00	Completion of 2No. Classrooms started by NG-CDF in previous FY.
Dagamoyo Primary School	Renovation of 2 Classrooms to completion: repair of floor and walls, replacement of broken glasses and painting	400,000.00	Construction of 1No. Classroom
Mituri Primary School	Construction of 1 Classroom to completion: Foundation, walling, roofing, fitting of windows and doors, windowpanes, flooring, tiling and painting.	900,000.00	Fencing of the school compound, installation of a gate and renovation of 1No. Classroom
Langu Primary School	Completion of 1No. Classroom.	200,000.00	Renovation of 1No. Classroom.
Kaminogedo Primary School	Renovation of 2No. Classroom.	400,000.00	Construction of 5No. Pit Latrine.
Komollo Primary School	Fencing of 2.5 acres school compound (700 meters) to completion using metal bars, barbed wire & installation of gate.	700,000.00	Fencing and Renovation of 1No. Classroom.

The Manager further informed the members that the list would be forwarded to the NG-CDFB for approval.

The Fund Account Manager informed members that he had received emergency requests from two schools. St Lazarus Primary School and Chianda Primary School. Both schools had requested for pit latrines and had attached relevant documents. In addition, he informed the members that the Clerk of Works paid the two schools a visit to verify the nature of the existing pit latrines as demonstrated in the photos. The summary of their requests is as illustrated below:

S/NO	NATURE OF EMERGENCY	DOCUMENTS ATTACHED	APPROVED PROJECT ACTIVITY	AMOUNT APPROVED
1.	Collapse of the Boys Pit Latrine.	i. Letter from school requesting for emergency funding. ii. Notice to abate nuisance form the Ministry of Health.	Construction of 6No. Door Pit Latrine	600,000.00
2.	Collapse of the Pit Latrines	i. Letter from school requesting for emergency funding. ii. Notice to abate nuisance form the Ministry of Health.	Construction of 4No. Door Pit Latrine	400,000.00
TOTAL EMERGENCY APPROVED				1,000,000.00

The committee unanimously approved the requests for emergency funding as shown in the table above.

MIN. 89/RAR/NG – CDFC/18/02/2022: RE-ALLOCATION OF FUNDS

The Fund Account Manager informed the members that recently there has been a tendency of documents getting lost from his office, which included KMTC Rarieda Campus file documents for administration block contract, some financial statements and more badly his desk drawer having been tampered with and broken into.

The main entrance door has always been intact but the spare keys are always held by the cleaner and secretary but could not establish if there is change of hands in handling the keys as the staff do alternate to office.

This was a very serious matter, as the real intention of the culprit was not known bearing in mind that when the Fund Account Manager reported in February 2021, some incidences happened which he reported to the NG-CDF Board and which he considered as anomaly. For instance:

1. Stealing of computers from the office on the day he was taking over. The computers belonged to the former Fund Account Manager but had given it to the receptionist for use and the second computer belonged to the Constituency Office Manager.
2. The burning to ash of NG-CDF Archive Office which was also having documents for the youth development. Several files were burnt to ashes with no rescue done.

The Fund Account Manager reported to issues to the NG-CDF Board though had reported all the matters to the police as well. It is in this regard that the Fund Account Manager was seeing the need of re-

allocating funds from purchase of a motorcycle to purchasing the fireproof security filing cabinet and reinforce all the windows with grilles especially being that it is an election period, for safety of Government office documents.

He further informed the committee that he will be holding a series of meetings with NG-CDFC Staff to find out what was happening and if possible introduce a signing register as most of the staff are always absent from duty with no permission from the authorities.

MIN. 90/RAR/NG – CDFC/18/02/2022: STATUS OF KMTC FUNDED PROJECTS

The KMTC Rarieda Campus has become the talk of the Constituency, as it has not been able to be opened due to incompleteness of some buildings. The Fund Account Manager reminded members of the building status as under:

1. Construction of four classrooms by Mongasud. The classrooms have been constructed to completion with tiles and ceiling board done and are ready for occupation.
2. Construction of three classrooms by Pachodoms Construction Company . The classrooms had been completed , roof and ceiling board but had not been tiled. The contractor was in the process of tiling the three classrooms with 100 boxes of tiles already at the site with the works estimated to be completed in the next two weeks. The Clerk of Works was advised to supervise the works and ensure proper workmanship is employed and give a report to the committee.
3. Administration block by Pachodoms Construction Company. The administration block has been constructed up to the 1st floor slab but has serious cracks on the walls and even the floor. He informed the members that he will request the Sub County Works Officer, Thomas Ouko who was acting as the Project Manager to right a project status report for the hostel and request him to additional advice on how the defects can be dealt with. Once received, the report will be forwarded to the relevant stakeholders to aid in decision-making.

MIN. 91/RAR/NG – CDFC/18/02/2022: A.O.B

1. Procurement of Rentokil Bin for the female staff: The Fund Account Manager informed the members that the female staff requested for a Rentokil bin. Members unanimously agreed that the procurement of the bin to be done.
2. Mr Mark Owino appreciated the members for his new electronic wheelchair. He further expressed his gratitude specifically towards the Fund Account Manager and Emma Atieno who had followed up on the matter until materialization.

MIN. 92/RAR/NG – CDFC/18/02/2022: DATE FOR THE NEXT MEETING

The date for the next meeting was set to be on 31/03/ 2022.

MIN. 93/RAR/NG – CDFC/18/02/2022: ADJOURNMENT

The meeting ended at 4:316 p.m. with a word of prayer from Emma Atieno.

MIN. 94/RAR/NG – CDFC/18/02/2022: ANNEX

Attached are the documents presented and discussed during the meeting:

1. Annex 1: Mitchel's Response to her gross misconduct.
2. Annex 2: Action Plan Matrix

Minutes prepared by Date: Sign:
(Secretary)

Approved for circulation by: Date: Sign:
(Chairperson)

Minutes Confirmed by: Date: Sign:
(Chairperson)

ANNEX 1

MITCHEL'S

CORRESPONDANCE TO HER

GROSS MISCONDUCT.

ANNEX 2

ACTION PLAN MATRIX