



MINUTES OF THE 8TH RARIEDA NG-CDFC HELD ON 14TH JUNE 2023 IN THE NG-CDFC BOARDROOM AT 11: 40 AM

PRESENT MEMBERS

1. Michael O. Omino - Chairperson
2. Jane O Asembo - Secretary.
3. Kennedy Chacha - Fund Account Manager
4. Felix Ingasia - Assistant County Commissioner
5. Emma A. Otieno - Member
6. William Odongo - Member
7. Leonard Maranda - Member
8. Absalom Okode - Member
9. Henry Opiyo - Member
10. Mary Sheryl Okome - Member

IN ATTENDANCE

1. Chrispanus Ibalai - Sub County Accountant.
2. Linda Ogutu - Procurement Assistant
3. Faith Mtsune - Quality Assurance Officer

AGENDA

1. Preliminaries.
2. Introduction and Adoption of Agenda.
3. Reading and Confirmation of Previous Meeting Minutes.
4. Matters Arising from Previous Minutes.
5. AIE Distribution.
6. NG-CDFC Staff Training
7. Monitoring & Evaluation 4th quarter.
8. Emergency Funding.
9. Kenya Medical Training College Project
10. Re- allocation of Funds
11. End year closure meeting.
12. A.O.B.
13. Date of next meeting.
14. Adjournment.

MIN.66 /RAR./NG-CDFC/14/06/2023: PRELIMINARIES.

The meeting started at 11.45 am being brought to order by the Chairman who then requested for a word of prayer from Mrs Jane Ayalo. He thereafter welcomed members to the meeting thanking them for being ever punctual and for the just concluded exercise of cheque issuing to the Projects Management Committees which has been done successfully. He noted that the agendas of the day were long and it would be appropriate if all of them could be tackled within the shortest time possible hence asked the secretary to table them. The Chairman further urged members to concentrate during the meeting as the deliberations were important as always per the circulated agenda of the meeting.

MIN. 67 /RAR./NG-CDFC/14/06/2023: INTRODUCTION AND ADOPTION OF AGENDA

The Secretary introduced the agendas to the members. The agendas were proposed for adoption without amendments by Absolom Okode and seconded by Mary Sheryl Okome Maranda

MIN. 68 /RAR./NG-CDFC/14/06/2023: READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES

The minutes of previous meeting of 6th April 2023 were read by the Secretary and confirmed by Mary Sheryl Okome to be the true deliberations of the meeting with Emma Atieno seconding the confirmation.

MIN. 69 /RAR./NG-CDFC/14/06/2023: MATTERS ARISING FROM PREVIOUS MINUTES

There were no matters arising from the previous meeting minutes hence the chairman asked members that the meeting proceed to the next agenda.

MIN. 70 /RAR./NG-CDFC/14/06/2023: AIE DISTRIBUTIONS

The Fund Account Manager reminded the members of the AIEs that have so far been received from the NG-CDF Board as follows:

S/NO	AIE NUMBER	AMOUNT RECEIVED	DATE RECEIVED
1.	B185232	7,000,000.00	03/01/2023
2.	B185763	15,000,000.00	31/01/2023
3.	B185406	6,000,000.00	31/01/2023
4.	B206083	5,000,000.00	22/02/2023
5.	B205580	12,000,000.00	08/03/2023
6.	B207637	15,000,000.00	14/06/2023



He informed members that Rarieda Constituency had received the approved code list for 2022/2023 Financial Year with pending approvals for KMTC and Rarieda Secondary School which are yet to be approved upon submission of required documents.

The last AIE B207637 received above for Ksh 15,000,000 was deliberated taking into consideration statutory votes and ongoing projects hence distributed as follows:

PROJECT CODE	NAME OF PROJECT	ACTIVITY	AMOUNT
MONITORING, EVALUATION AND CAPACITY BUILDING			
4-0041-237-2210710-111-2022-2023-1	Accommodation Allowance	Payment of Accommodation Allowance of NGCDFC, National Government officers and PMC(During NG-CDFC induction training and Benchmarking)	1,040,000.00
4-0041-237-2210710-111-2022-2023-2	Accommodation - Domestic Travel	Payment of accommodation on domestic travel	240,000.00
4-0041-237-2210710-111-2022-2023-3	Catering Services (receptions), Accommodation, Gifts, Food and Drinks	Payment of catering Services (receptions), Accommodation, Gifts, Food and Drinks	250,000.00
4-0041-237-2210710-111-2022-2023-1	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	80,000.00
4-0041-237-2210710-111-2022-2023-2	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	87,734.27
4-0041-237-2210710-111-2022-2023-3	Hire of Training Facilities and Equipment	Hire of Training Facilities and Equipment (During NG-CDFC training, PMC Training and Public Sensitization Workshops)	150,000.00
4-0041-237-2210710-111-2022-2023-1	Hire of Transport	Payment of Hire of Transport	250,000.00
4-0041-237-2210710-111-2022-2023-2	Maintenance Expenses - Motor Vehicles	Payment of Maintenance Expenses - NGCDFC Motor Vehicles	180,000.00
4-0041-237-2210710-111-2022-2023-3	Production and Printing of Training Materials	Payment of Production and Printing of Training Materials (During NG-CDFC training, PMC Training and Public Sensitization Workshops)	202,000.00
4-0041-237-2210710-111-2022-2023-1	Publishing and Printing Services	Payment of Publishing and Printing Services	50,000.00
4-0041-237-2210710-111-2022-2023-2	Purchase of Uniforms and Clothing - Staff	Purchase of Uniforms and Clothing for NGCDFC Office	120,000.00

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4-0041-237-2210710-111-2022-2023-3	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	60,000.00
4-0041-237-2210710-111-2022-2023-1	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services(During NG-CDFC training, FMC Training and public sensitization workshops)	252,000.00
4-0041-237-2210710-111-2022-2023-2	Travel Allowance on training	Payment of Travel Allowance of NGCDFC, National Government officers and PMC(During NG-CDFC training, PMC Training and public sensitization workshops)	180,000.00
4-0041-237-2210710-111-2022-2023-3	Travel Costs (airlines, bus, railway, mileage allowances, etc.)	Payment of Transport Expenses	90,000.00
TOTAL MONITORING, EVALUATION AND CAPACITY BUILDING		KSH 3,231,734.27	
CONSTITUENCY OVERSIGHT COMMITTEE EXPENSES			
4-0041-237-2210710-114-2022-2023-3	Constituency Oversight Committee sitting Allowance	Payment of Constituency Oversight Committee sitting allowances, transport, conferences	320,000.00
4-0041-237-2210710-114-2022-2023-3	Daily Subsistence Allowance	Payment of Daily Subsistence Allowance	90,000.000
4-0041-237-2210710-114-2022-2023-3	General Office Supplies (papers, pencils, forms, small office equipment etc)	Purchase of General Office Supplies (papers, pencils, forms, small office equipment)	89,166.03
4-0041-237-2210710-114-2022-2023-3	Refined Fuels and Lubricants for Transport	Purchase of Refined Fuels and Lubricants for Transport of GK vehicles	200,000.00
4-0041-237-2210710-114-2022-2023-3	Remuneration of Instructors and Contract Based Training Services	Payment of Instructors and Contract Based Training Services(During NG-CDFC training, Oversight Committee, PMC Training and public sensitization workshops)	72,000.00
4-0041-237-2210710-114-2022-2023-3	Travel Allowance on training	Payment of Travel Allowance of Oversight Committee(During NG-CDFC training Oversight Committee Training, PMC Training and public sensitization workshops)	240,000.00
TOTAL CONSTITUENCY OVERSIGHT COMMITTEE EXPENSES		KSH 1,011,166.03	

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EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS			
4-0041-237-2640101-103-2022-2023-1	Bursary Secondary Schools	Payment of bursary to needy students in secondary schools	275,000.00
TOTAL EDUCATION BURSARY AND SOCIAL SECURITY PROGRAMS		KSH 275,000.00	
EMERGENCY RESERVE			
4-0041-237-2640507-101-2022-2023-1	Emergency Reserve	To cater for unforeseen occurrences in the Constituency during the Financial Year	1,000,000.00
TOTAL EMERGENCY		KSH 1,000,000.00	
PRIMARY SCHOOL PROJECTS			
4-0041-237-2630209-263-2022-2023-6	Chianda Primary School	Fencing to completion of 4 acres of school compound using precast concrete posts, chain link, barbed wire and installation of a gate	1,250,000.00
4-0041-237-2630209-263-2022-2023-11	Kayundi Primary School	Completion of 1 classroom started in FY 19/20; Fitting of windows and doors, plastering and painting of walls, tiles fittings, electrical works and project labeling.	534,542.00
4-0041-237-2630209-263-2022-2023-12	Kasiri Primary School	Completion of an Administration block Consisting of 4 Offices and Staff room: Plastering, Tilling, Painting and Project Branding. NB: This project was funded in 19/20 financial for construction of a classroom and there was change of activity to construction of an administration block.	472,195.00
4-0041-237-2630209-263-2022-2023-14	Rabel Primary School	Completion of 1 classroom started in FY 20/21 as a result of change of activity; roofing, paintwork, tilling, electrical works and fitting of glazing and iron mongers on the windows & doors complete with their paintworks and project labelling. NB: Ksh 400,000 received in both FY 20/21 and 21/22 were used in the classroom.	476,600.00
4-0041-237-2630209-263-2022-2023-21	Dagamoyo Primary School	Completion of 1 classroom started in FY 21/22; Walling, RC Superstructure, roofing, windows,	702,990.00

		doors, finishes, electrical works, branding and labeling.	
4-0041-237-2630209-263-2022-2023-19	Gundarut Primary School	Completion of an Administration block started in FY 18/19; Roofing, fitting of windows & doors all complete, plastering, painting, tilling of floors, electrical works and project branding.	997,134.00
4-0041-237-2630209-263-2022-2023-4	Ruma Primary School	Completion of a 200 capacity hall: Walling, roofing, windows, doors, finishes, electrical works and project branding.	600,000.00
TOTAL PRIMARY SCHOOL PROJECTS			KSH 5,033,461.00
SECONDARY SCHOOL PROJECTS			
4-0041-237-2630210-263-2022-2023-2	Nyamor Secondary School	Completion of 50 capacity students Science Laboratory started in FY 14/15: Windows, doors, wall finishes, floor finishes, plumbing, gas installation, fume chamber, electrical works, soak pit, water tank, labeling and erection of a sign post.	600,000.00
4-0041-237-2630210-263-2022-2023-3	Raliew Secondary School	Completion of 1 classroom started in FY 19/20 ; Fitting of 5 steel casement all complete, Fitting of steel door all complete, Plastering and painting of internal and external walls, tilling of internal and external floors, electrical works and project branding.	300,000.00
4-0041-237-2630210-263-2022-2023-5	St Anthony Pala Kobong	Completion of a 50 students' capacity Science Laboratory started in FY 20/21; Gas system, electrical works, tilling , soak pit, fume and gas chamber, high raised steel tower complete with 3000 liters water tank, purchase and installation of 10,000 litres water tank, labeling of the project.	500,000.00
4-0041-237-2630210-263-2022-2023-7	Luoro Secondary School	Completion of 1 classroom started in FY 19/20 : Roofing, plastering, painting, electrical works, tilling, labeling and erection of a sign post.	420,747.00
44-0041-237-2630210-263-2022-2023-14	St Sylvester's Madinay Girls School	Completion of 50 students' capacity Science Laboratory started in FY 21/22; roof covering, windows, doors, plastering, painting, floor finish, plumbing, gas works, electrical works, labeling and erection of project sign post.	1,000,000.00
TOTAL FOR SECONDARY SCHOOL			KSH 2,820,747.00

PROJECTS			
TERTIARY INSTITUTIONS PROJECTS			
4-0041-237-2630211-263-2022-2023-2	Rarieda Technical Training Institute	Additional funds for Fencing of 5 Acres compound to completion using 10ft chain-link.	1,168,101.40
TOTAL FOR TERTIARY INSTITUTION PROJECTS			KSH 1,168,101.40
NG-CDFC OFFICE PROJECT			
4-0041-237-2640509-112-2022-2023-1	Rarieda NG-CDF Office	Supply and fixing of grilles to completion in 8 offices, kitchen, 3 washrooms, reception, boardroom & waiting room; casting of paving slabs around the plinth of the building external painting and branding of the office.	459,790.34
TOTAL FOR NG-CDFC PROJECT			KSHS 459,790.34
GRAND TOTAL			KSHS 15,000,000.00

MIN. 71 /RAR./NG-CDFC/14/06/2023: NG-CDFC STAFF TRAINING - NYANZA REGION.

The Fund Account Managers from Nyanza Region in consultation with their Regional Coordinator and as a performance tool has organized a training for key staff from each Constituency with a minimum representation of 4 staffs required and no maximum depending on the budget of the Constituency. The total minimum estimate number of staff to attend the training is 168 NG- CDFC Staff and 39 Fund Account Managers.

The training is supposed to take place at OLE KEN Hotel Nakuru from 21st June 2023 to 24th June 2023 and the budget for the Constituency is as under:

Sn	Budget Item	Pax	Days	Rate	Amount
A	Venue Facilitation (Payable to THE OLE-KEN HOTEL)	5	3	3,500.00	52,500.00
B	Training Facilitation (Contribution)	LS	LS	25,000.00	25,000.00
C	Facilitation of Participants				
C1	Perdiems				-
	Fund Account Manager (Scale 6)	1	4	11,200.00	56,000.00
	Clerk of Works	1	4	6,300.00	25,200.00
	Records Officer	1	4	6,300.00	25,200.00
	Accounts Assistant	1	4	6,300.00	25,200.00
	ICT Officer/ Clerical Officer	1	4	6,300.00	25,200.00

C2	Transport (Rarieda - Nakuru)				
	Fund Account Manager (Scale 6)	1	2	2,000.00	4,000.00
	Clerk of Works	1	2	2,000.00	4,000.00
	Records Officer	1	2	2,000.00	4,000.00
	Accounts Assistant	1	2	2,000.00	4,000.00
	ICT Officer/ Clerical Officer	1	2	2,000.00	4,000.00
	Contingencies				10,000
					354,300.00

MIN. 72 /RAR./NG-CDFC/14/06/2023: MONITORING & EVALUATION 4TH QUARTER

The Chairman informed members that there is need to carry out Monitoring and Evaluation of the last quarter during the financial year to commence from 3rd July 2023. The M&E Chairperson to get in touch with the Clerk of Works and prepare a program for the same now that cheques have been issued to the Project Management Committees. It should also be noted from the Fund Account Managers last meeting remarks that there are new templates to be used which have been sent by the Board hence members need to acquaint themselves with them. The incorporation of Technical Department heads also being taken into consideration especially ones charged with Education and Security dockets

The estimated budget for the program is as under:

Description	No. of Days	Rate Kshs	Amount Kshs
NG- CDFC Allowances (9 Members)	6	2,500	135,000.00
M and E Chairperson	6	3,000	18,000.00
Technical Department heads Allowances(5) (SCDE ,NSCA, SCWO,SCPSCO, SCDTSC)	6	2,500	75,000.00
Clerk of Works	6	2,500	15,000.00
Hire of Vehicles all inclusive(3)	6	8,000	144,000.00
Lunches, Water, refreshments& writing materials	6	10,000	60,000.00
Contingencies			13,000.00
TOTAL COST ESTIMATE			460,000.00

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The NG-CDFC in their 7th meeting deliberated on emergency requests from Project Management Committees received in 2022/2023 and 2021/2021 Financial Years. The NG-CDFC nominated members to form a task force that was tasked with the objective of physically verifying the projects and prepare a report which will be submitted in the 8th meeting. The meeting resolved that only emergency requests from primary schools will be considered as secondary schools receive more funding from their parent ministry as well as higher chance of getting funds from other donors.

The team listed below visited schools on 13th and 14th April 2023 and came up with this report:

1. Dr Michael Hamisi - NGCDFC Chairperson.
2. Absalom Okode - NG-CDFC Member.
3. Leonard Maranda - NG-CDFC Member.
4. Vanessa Adongo - Clerk of Works.

The report had been prepared by the Clerk of works and was tabled to the members by her explaining every aspect and situation as it is on the ground with photographic presentations of the same.

CRITERIA FOR QUALIFICATION OF EMERGENCY FUNDS

1. **Secondary schools not to qualify for emergency funding:** The NG-CDFC in their 7th meeting resolved not to fund secondary school emergency requests using emergency requests. This was due to the high number of emergency requests received from primary schools. In addition, most secondary schools received more capitations from their parent ministry and other donors compared to primary schools. They therefore resolved to fund the secondary emergency requests through normal proposal. The following requests will therefore be considered in 2023/2024 proposal:

Secondary Schools to be considered for funding in 2023/2024 Financial Year.

S/NO	NAME OF INSTITUTION	REQUEST	WARD
1.	St Marks Wayaga Secondary School	Construction of Pit Latrines	North Uyoma
2.	Siger Secondary School	Construction of 3 door pit latrine for staff	West Asembo
3.	St Mathews Ochienga Secondary School	Construction of 4No door pit latrine	North Uyoma
4.	Nyamor Secondary School	Construction of pit latrines for boys and girls	West Asembo

2. **Prioritizing primary schools that have not received funding in the last three Financial Years:** The NG-CDFC received a total of 36 emergency requests from 2021/2022 and 2022/2023 Financial Years as of 25th May 2023. The emergency fund approved in 2022/2023 Financial Year is not adequate to cater for all these requests. Therefore the task force recommended that emergency funding to be channeled to institutions that have not received funding from Rarieda NG-CDF in the last Five Financial years and the rest of the schools to be funded in 2023/2024 financial year. In addition, institutions which have requested for emergency funding but are approved for funding in 2022/2023 financial year should not be considered for emergency funding. A summary of previous funding is as shown in table three in the emergency report annexed.
3. **Equity in all the wards:** It was also resolved that each ward should benefit from the emergency funding.

7.	Kametho Primary School	Renovation of a classroom	
8.	Okiro Primary School	Construction of Toilet for Girls	East Asembo
9.	Raliew Primary School	Construction of 3 Door Latrines for girls	East Asembo
10.	Nyagoko Primary School	Construction of 4 Latrines for both boys and girls	West Asembo
11.	Kawuondi Primary School	Construction of a 4 Door Boys Latrine	West Uyoma
12.	Kawino Primary School	Construction of 6 doors Boys pit latrine	West Asembo
13.	Nyamor Secondary School	Construction of pit latrines for boys and girls	West Asembo
14.	St Marks Wayaga Secondary School	Construction of Pit Latrines	North Uyoma
15.	Siger Secondary School	Construction of 3 door pit latrine for staff	West Asembo
16.	St Mathews Ochienga Secondary School	Construction of 4No door pit latrine	North Uyoma

The Committee also deliberated on other current cases to be funded through funds reallocations as will be discussed in the day's agenda.

MIN. 74 /RAR./NG-CDFC/14/06/2023: KMTC RARIEDA CAMPUS PROJECT.

The NG-CDF Board Programs department had visited Rarieda on 13th April 2023 and one of the reasons for visit was to assess the current situation at the two Kenya Medical Training Projects for student hostels and administration blocks respectively. The team requested for additional documents which were to be obtained from the PMC and from the Office . Some documents have been obtained and are to be submitted by the Fund Account Manager to the board to enable release of funds held at the board.

Some of the documents requested include:

- ❖ Tender documents
- ❖ Tender advertisements
- ❖ Minutes of tender evaluations
- ❖ Letters of award and regrets
- ❖ Implementation reports
- ❖ Payment Certificates
- ❖ Site meetings held

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- ❖ Site instructions by the Clerk of Works
- ❖ Structural Integrity reports for both projects
- ❖ Valuation of Outstanding works by the Sub County Works Officer
- ❖ Land Ownership documents
- ❖ Engineers estimates.

MIN. 75 /RAR/NG-CDFC/14/06/2023: RE -ALLOCATION OF FUNDS

The Chairperson informed members of the urgent need to re - allocate project funds that had been approved to other votes and needy projects due to the current situation that has been caused by heavy downpour in the Constituency and region. It was evident from the emergency report tabled by the committee tasked and analysis above that most schools/ institutions had their toilets sink or condemned hence risk closure of the schools.

Equally during last bursary award and disbursements, following overwhelming applications received, the committee had left out applicants who had scored 250 Marks and below. With the Government policy of 100% transition to Secondary schools, this has affected many schools hence students are being sent home for fees every time. This has necessitated need for reallocation of funds.

The Committee therefore deliberated to request from the board for approvals of the following reallocations:

NO	RE-ALLOCATION FROM	FY	AMOUT	RE-ALLOCATION TO	AMOUNT	REASON FOR RE-ALLOCATION
1	Rarieda NG-CDF Office	2022/2023	1,000,000	Rarieda NG-CDF Office	1,019,719.55	Extension of current office room to fit a 40 pax capacity boardroom for the Constituency use
2	Rarieda NG-CDF Office	2022/2023	300,000	Kitambo Primary School	300,000	Construction of a 4 door boys pit latrine as a result of the existing one collapsing due to heavy downpour.
3	Rarieda NG-CDF Office	2022/2023	300,000	Rakombe Primary School	300,000	Construction 4 door girls pit latrine and 2 door teachers' latrine requested. CDFC to fund construction of a 4 door pit latrine.
	Rarieda NG-CDF Office	2022/2023	400,000	Kunya Primary School	400,000	Construction of 12 door pit latrine requested but additional funding for toilet to be done in 2023/2024. NG-CDFC to fund construction of 5

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						door pit latrine
	Rarieda NG-CDF Office	2022/2023	1,000,000	Ragengni Girls High School	1,000,000	Construction of a classroom to completion to accommodate students currently learning in a pitched tent
	Rarieda NG-CDF Office	2022/2023	1,700,000	Bursary Secondary School project	1,700,000	Allocation of bursary to needy students in Secondary Schools who never benefitted in the last awards and have constantly visited the NG-CDF Offices for assistance and support hence may taint the image of NG-CDF if not addressed. This is due to the fact that the Government issued a policy of 100% transition to Secondary Schools hence the number of applicants increased.
	TOTAL		4,719,719.55		4,719,719.55	

MIN. 76 /RAR./NG-CDFC/14/06/2023: AOB

The Fund Account Manager informed members that he had received calls from the local banks more so Equity bank over dormant PMC bank accounts which need to be closed with others lacking such documents as Constituency KRA pin, introduction letters by the Fund Account Manager, PMC minutes resolution authorizing opening the bank accounts.

In this regard the Fund Manager will make a follow up with the banks to determine the dormant accounts and way forward.

MIN. 77 /RAR./NG-CDFC/14/06/2023: DATE FOR THE NEXT MEETING


The Chairperson informed members that the date for the next meeting will be communicated in due time after consultation with the Fund Account Manager. Members requested the Fund Account Manager and Chairperson to consider their end year party to be done where matters of progress and challenges will be discussed for the financial year 2022/2023 with suggestions being made for Naivasha, Nakuru of Homabay towns .

ADJOURNMENT

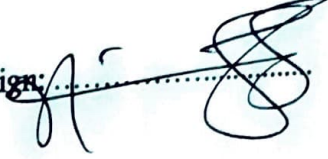
The meeting ended at 04:20 PM with a word of prayer from William Odongo



Minutes Prepared by:

JAN ASEMO Date: 21/6/23 Sign: 

Minutes Confirmed by:

MICHAEL OMIND HAMISI Date: 21/6/23 Sign: 

(Chairperson)

