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| **NG-CDF BOARD**  |  **National Government Constituencies Development Fund** |
| **Homabay Town Constituency**  |
| Kabunde Multipurpose Hall |
| P.O BOX 240 Homabay, 40300 |
| Email: cdfhomabaytown@ngcdf.go.ke | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke) |
|  |

**MINUTES OF THE HOMABAY TOWN NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND COMMITTEE MEETING HELD ON 20TH APRIL 2021 AT THE NG-CDF KABUNDE OFFICES.**

**MEMBERS PRESENT**

1. Harison Ouko Ogalo Chairperson
2. Charles Bugo Secretary
3. Monica Nyadiero Member
4. Calvins Amolo Member
5. Richard Askari Member
6. Betha Bay Kopany Member
7. Edith Obonyo Member
8. Teresa Ochieng Member
9. Tom Wasike Fund Account Manager
10. Scholastica Wanina Taking Minutes

**IN ATTENDANCE**

1. Leonard Achieng COC Chairperson
2. Donald Ochieng Accounts Clerk

**AGENDAS:**

1. Preliminaries
2. Reading and confirmation of the previous minutes
3. Matters arising
4. Apportionment of AIE
5. Bursary to tertiary institutions
6. Replacement of the Staled Bursary Cheques
7. Claim for Unpaid Dues
8. Training of the NG-CDFC, COC and Staff
9. Staffing and recruitment
10. Budget for office operations
11. Payment of Goods and Services
12. AOB

**MIN. HBTC NG-CDFC 01/20/04/2020/2021: PRELIMINARIES**

The meeting kicked off at 10.53 am with the chairperson bringing the meeting to order after confirming the quorum. He requested Mr. Richard Ochieng Askari to lead the meeting in a word of prayer after which the chairperson welcomed all the members present and requested them to introduce themselves. The chairperson then went ahead to read out the proposed agendas for the day which were seconded by Mrs. Teresa Ochieng and Mrs. Edith Obonyo.

**MIN. HBTC NG-CDFC 02/20/04/2020/2021: READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary read out the minutes of the previous meeting held on 18th March, 2021 at the NG-CDF Kabunde Offices and was confirmed unanimously to be the true minutes of that day.

**MIN.HBTC NG-CDFC 03/20/04/2020/2021: MATTERS ARISING**

The chairperson of the COC needed a clarification on the total number of students who are in the list of the fully sponsored students and the schools they were coming from. The chairperson explained that we have of a total of 23 schools within and outside the constituency from which several students are fully sponsored. He would confirm the exact number of the students from the office database.

On the disciplinary case, the FAM informed the members that one Ms. Esther Ombek had picked her letter and signed in agreement with the resolutions of the disciplinary subcommittee while on the other hand, one Mr. Kevin Owuor read through the letter and took a photo of it after which he refused to sign the letter and left. The chairperson asked the members to decide on the best course of action to be taken to handle Kevin’s case as the motive behind his actions weren’t clear. The chairperson of the disciplinary subcommittee Mr. Richard Askari and Mrs. Bertha Hildigard termed that as a show of intense indiscipline from Kevin and that such attitude should not be encouraged amongst the staff. Mrs. Teresa Ochieng suggested that Kevin should be replaced with another person who is more disciplined and willing to work in the position of a field officer. The matter was left pending for further consultations as the members could not reach a conclusion.

**MIN.HBTC NG-CDFC 04/20/04/2020/2021: APPORTIONMENT OF AIE**

The FAM informed the members that their request for the projects reallocations had been approved by the NG-CDF Board and that we had also received the following AIEs that needed to be disbursed.

|  |  |  |
| --- | --- | --- |
| **No** | **Date Received** | **Amount** |
|  | 29th March,2021 | 13,000,000.00 |
|  | 1st April,2021 | 6,900,00.00 |
|  | 6th April,2021 | 6,000,000.00 |
|  | 9th April,2021 | 6,000,000.00 |
|  | **TOTAL** | **31,900,000.00** |

The manager suggested that the AIEs totaling to **Ksh. 31,900,000.00** be disbursed to new projects and **Ksh. 8,100,000.00** disbursed to the ongoing/stalled projects.

One Mr Charles Bugo suggested that the members should consider funding the flagship projects within the constituency as that’s what will be used to evaluate their performance.

After a detailed deliberation, the members suggested that the following projects be given priority in the first phase of the disbursement to enable the schools use the structures as soon as the schools reopen to help address the existing challenges in the schools.

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT (KSH)** |
|  | Got Rabuor Primary School | Construction of 4 No. Classrooms and Administration Block. | 3,000,000.00 |
|  | Yawo Primary School | Completion of 2 No. Classrooms: walling, roofing Plastering, Fittings and Painting. | 1,000,000.00 |
|  | Nyauu Primary School | Completion of 3 No. Classrooms: Plastering flooring and Painting | 500,000.00 |
|  | Ogande Primary School | Construction of 3No classrooms: Foundation, Walling and Roofing. | 1,500,000.00 |
|  | Lorateng Primary School | Construction of 4 No. Classrooms with an administration block between which comprises of 3 offices and staff room to completion: Foundation, walling, Plastering, Fittings and Painting. | 3,000,000.00 |
|  | Majiwa Primary School | Construction of Administration Block consisting of 4 offices and a staff room: Foundation, Walling, Roofing, Plastering, Fitting and Painting. | 2,500,000.00 |
|  | St. Theresa Nyauu Girls Secondary School | Completion of an ongoing Laboratory with a capacity of 40 students: Flooring, Fitting of worktops, Fitting of window panes, Plumbing works, soak pit and gas system | 1,000,000.00 |
|  | Rodi Police Post | Completion of Rodi police station: Additional costs for steel doors, introduction of 3 cells, 2 washrooms, suspended slab in cells, plumbing, waterworks, and electrification on going Police Station. | 2,600,000.00 |
|  | Ngere Primary School | Construction of 2 No. Classrooms to completion: Foundation, Walling, Roofing, Plastering, Fittings and Painting. (Phase 1) | 1,500,000.00 |
|  | Shauri Yako Primary School | Construction of 8 no. storey Classrooms: Foundation and Walling and Slabbing of phase one – 4 classrooms | 3,100,000.00 |
|  | St. Mary's Marindi Girls School | Purchase of a new School Bus Isuzu FRR 33L,51-Seater semi – luxury institution bus with a Diesel propelled engine painted to preferred color scheme and logo, fitted with high density cautions, handrails speed governor, inside parcel curriers, seatbelts, roof rack, radio plus speakers. | 4,700,00.00 |
|  | Monitoring and Evaluation |  | 2,000,000.00 |
|  | **TOTAL** |  | **26,400,000.00** |

Mr. Leonard Achieng raised a concern that almost all the projects that have been prioritized have been centralized in two wards i.e Central and East ward except for Yawo Primary School which is located in West Ward. He emphasized on the need for fair distribution of projects across the constituency.

One Mr Charles Bugo suggested that apart from the above named projects, the members should consider financing the flagship projects within the constituency as that’s what will be used to evaluate their performance. The idea was seconded by Mr Richard Askari and therefore the members agreed to fund the following projects with the remaining balance of the AIE.

The NG-CDF Board approved the following reallocations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT ALLOCATED** | **STATUS** |
|  | Adongo Primary School | Completion of Administration Block: Plastering, Fitting of windows and doors and Painting | 345,950.00 | Ongoing |
|  | Hon.Kaluma Kotewa Primary School | Completion of 2 No. Classrooms: Plastering, Fitting of windows and doors and Painting. | 250,000.00 | Ongoing |
|  | Manga Primary School | Completion of Administration Block: Fitting of window glazing, internal doors and Painting  | 100,000.00 | Ongoing |
|  | Ndiru Primary School | Completion of an Administration Block consisting of a library, staffroom and 4 offices: Roofing, Fitting of windows and doors, Plastering and Painting | 2328,200.00 | Ongoing |
|  | Nyakune Primary School | Completion of 2 No. Classrooms: External plastering, fitting of glazing, screed application, painting and fitting of verandah steel columns. **.** | 200,000.00 | Ongoing |
|  | Pundo Kalanya Primary School | Proposed renovation of 5No. Classrooms. Removal of old iron sheets and replacement with gauge 30 blue pre-painted sheets. | 500,000.00 | Ongoing |
|  | Ogande Special School | Completion of an ongoing 200 students capacity dormitory: Roofing, fitting of doors and windows and painting | 180,424.00 | Ongoing |
|  | Wiobiero Primary School | Completion of an administration block consisting of a library, staff room and 4 offices: Roofing, fitting of windows & doors and Plastering. | 100,000.00 | Ongoing |
|  | Lala Mixed Secondary School  | Completion of 2 No. Classrooms: Fitting of windows & doors, plastering and screed application. | 200,000.00 | Ongoing |
|  | Maguti Mixed Secondary School | Completion of a Laboratory: Fitting of work tops, window panes, water tank & gutters and painting accommodate approximately 85 students per lesson. | 500,000.00 | Ongoing |
|  | St. Joseph's Sero Mixed Sec. School | Completion of an Administration Block consisting of a library, staffroom and other offices: Walling, Roofing, Plastering consisting of staff room and other 5 offices. | 500,000.00 | Ongoing |
|  | **TOTALS** |  | **3,204,574.00** |  |

The FAM tabled to the members the emergency requests from the following schools which the members approved.

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **PROJECT NAME** | **PROJECT ACTIVITY** | **AMOUNT (KSH)** |
|  | Got Rabuor Primary School | Construction of 4 No. Classrooms and Administration Block. | 2,500,000.00 |
|  | Makongeni Primary School | Construction of 3 No. Classrooms | 3,000,000.00 |
|  | **TOTAL** |  | **5,500,000.00** |

**MIN.HBTC NG-CDFC 05/20/04/2020/2021: BURSARY AWARDS**

1. **Tertiary Institutions**

 The chairperson of the bursary subcommittee tabled the following list to the committee for the needy students in various tertiary institutions. A total of **142** students were awarded Ksh **2,310,000.00** in tertiary institutions as detailed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAMES**  | **INSTITUTION** | **REG. NO** | **YEAR** | **AMOUNT** |
| Atieno R. Ochieng | Asumbi T.T.C | 044/016 | 2 |  20,000  |
| Opiyo Dorothy Awuor | Asumbi T.T.C | 1881 |   |  20,000 |
| **Sub Total** |  |  |  | **40,000** |
| Lucy Akinyi Aketch | Bondo Technical And Vocational College | DLS/3053/19S | 2 | **10,000** |
|  |  |  |   |  |
| Were Sulman Agudho | Bugema University-Uganda | 20/BTH/BU/H/0040 |   | **20,000** |
|   |   |   |   |   |
| Akuba Onyango Tyson | Chuka University | EB9/25823/16 | 3 | 20,000 |
| Kevin Odhiambo | Chuka University | A36/30527/17 | 4 | 10,000 |
| Odoyo Melvin Aluoch | Chuka University | BDS6/44849/21 | 1 | 10,000 |
| **Sub Total** |   |   |   | **40,000** |
| Victor Omondi Choka | Coast Tti | 13549 |   | **10,000** |
|   |   |   |   |  |
| Llian Oreje | Co-Operative University | BCM01/0289/2018 | 3 | **20,000** |
| Sheryl Amondi Amolo | Egerton University | E35S/13796/2019 | 4 | 15,000 |
| Hillary Ochieng | Egerton University | S11/03319/18 | 2 | 20,000 |
| **Sub Total** |   |   |   | **35,000** |
|   |   |   |   |   |
| Jane Rose Akinyi | Eldoret Polytechnic | 2021/00118 | 1 | **10,000** |
|   |   |   |   |   |
| Diana Auma Oketch | Elgon View College | EVC/CECD/347/19 | 2 | 15,000 |
| Lona Auma Owino | Elgon View College | 17/EDP/BS/H/8010 | 2 | 20,000 |
| **Sub Total** |   |   |   | **35,000** |
|  Atieno Faith | Imperial Driving School |  |  | **10,000** |
|  |  |  |  |  |
| Charles Ndisi John | Jaramogi Oginga Odinga University | H132/1703/2017 | 4 | 20,000 |
| Stanley Isaac Owino | Jaramogi Oginga Odinga University | HH132/0940/18 | 2 | 20,000 |
| Ochieng Erick Ogutah | Jaramogi Oginga Odinga University | EDS/1273/2020 | 1 | 20,000 |
| Kenneth Obuya | Jaramogi Oginga Odinga University | EDS/0966/2018 |   | 20,000 |
| Dancun Otieno Ajuoga | Jaramogi Oginga Odinga University | I331/0208/2020 |   | 20,000 |
| **Sub Total** |   |   |   | **100,000** |
| Michael Ochieng Okeyo | Jkuat | SCM225-0264/2020 | 2 | 20,000 |
| Herbert Ouma | Jkuat | SCP231-0178/2018 | 3 | 20,000 |
| Amala O Lodwine | Jkuat | ABS 221-0516/2016 |   | 20,000 |
| Jackline Atieno | Jkuat | NDE217/1041/2020 | 1 | 10,000 |
| Felix Ochieng | Jkuat | HBC-223-0393/2018 | 4 | 20,000 |
| Okoth Seblata Omondi | Jkuat | SCB225-0143/2019 | 2 | 25,000 |
| Okworo Michael Grand | Jkuat | SCT212-0074/2020 | 1 | 20,000 |
| **Sub Total** |   |  |   | **135,000** |
| Ogeda Meshak Odhiambo | Kabarak University | MIT/D/0410/11/019 | 2 | 15,000 |
| Otieno Atieno Sharon | Kabarak University | CLM/MG/1923/19 | 3 | 20,000 |
| Job Onyango Anyango | Kabarak University | BMIS/1825/0/17 | 3 | 10,000 |
| **Sub Total** |   |  |   | **45,000** |
| Winnie Awuor | Kabete Polytechnic  | DQS/3427/01/019 | 2 | 10,000 |
| Otieno Arnold | Kabete Polytechnic  | EE326701019 | 1 | 10,000 |
| **Sub Total** |   |  |   | **20,000** |
|  Akus Shirly | Karatina University | P102/0949G/18 | 2 | **20,000** |
|  |   |  |   |  |
| Odhiambo Ronald  | Kasneb | NAC/307382 | 2 | 10,000 |
| Owili Mercy | Kasneb | NAC/204689 | 2 | 10,000 |
| **Sub Total** |   |  |   | **20,000** |
| Crystal Agwata | Kca University | 20/03756 | 2 | 20,000 |
| Felix Okello | Kca University | BUM100/2023S19 | 1 | 10,000 |
| Florence Awino | Kca University | 19/02220 | 1 | 10,000 |
| James Obiero Olwanda | Kca University | 19/06107 | 2 | 20,000 |
| **Sub Total** |   |   |   | **60,000** |
| Wicklife Odhiambo | Kenya Institute Of Mass Communication | 8550/2018 |   | **10,000** |
|   |   |   |   |   |
| Maureen Ooko | Kenya Railways | RTI.19/01537 | 2 | **20,000** |
|  |  |  |  |  |
| Diana Awuor  | Kenya Technical Training College | 2019/ED/137908 |  | **10,000** |
|   |   |   |   |  |
| Calvins Ochieng Olumo | Kenya Tech. Trainers College | 2020ME139338 | 2 | **10,000** |
|   |   |   |   |  |
| Esther Nona Adhiambo | Kenyatta University | H09/3156/2017 | 4 | 30,000 |
| Omulo Felix Onyango | Kenyatta University | E35/0575/2017 | 2 | 20,000 |
| Basil Otieno Odira | Kenyatta University |  K14/5197/2017 |  4 | 20,000 |
| Geoffrey Omondi Odhiambo | Kenyatta University | N76/4342/2016 | 4 | 20,000 |
| George Weah  | Kenyatta University | E35/2237/2016 |  | 10,000 |
| Ezekiel Owili | Kenyatta University | D33/4578/2020 | 1 | 10,000 |
| **Sub Total** |   |   |   | **120,000** |
| Ochuodho Hanningtone | Keroka Technical | BUILDING/55/135/18 | 2 | **20,000** |
|   |   |   |   |  |
| Ochuodho Joab | Kirinyaga University | BE100/G/6642/19 | 1 | **20,000** |
|   |   |   |   |  |
| Paulforce Apedha Ngere | Kisii Uiniversity | CBP01/00105/18 | 2 | 10,000 |
| Suna Odero Kennedy | Kisii University  | ED11/00255/20 | 1 | 15,000 |
| Awino Gordon Otieno | Kisii University  | IN11/00065/20 | 1 | 20,000 |
| Ogare Enock Odhiambo | Kisii University  | CB21/00054/2020 |   | 15,000 |
| Apedha Joseph Sare | Kisii University  |   |   | 20,000 |
| **Sub Total** |   |   |   | **80,000** |
| Oloo Peter Angira | Kisumu National Polytechnic | DCVL/S18/154 | 2 | **15,000** |
|   |   |   |   |  |
| Everlyne Akinyi Otieno | KMTC Gatundu Campus | D/NURS/18045/6963 | 2 | **20,000** |
|  |   |  |   |  |
| Mercy Awuor Juma(0769181193) | KMTC-Homa Bay | D/KRNM/20020/119 |  | 10,000 |
| Caroline Adhiambo Nyarem | KMTC-Homa Bay | D/KRCHN/20020/3272 |  | 10,000 |
| **Sub Total** |  |  |  | **20,000** |
| Omondi Quinter Otieno | KMTC Siaya | D/NURS/17029/2422 |  | **10,000** |
|  |  |  |  |  |
| Esther Odera Otieno | KMTC Kangundo Campus | C/CHA/21070/2045 | 1 | **10,000** |
|  |   |   |   |  |
| Modesta Atieno  | KMTC Thika Campus  | D/CM/20005/1413 | 1 | **15,000** |
|  |   |  |   |  |
| Kilo Vera Adhiambo | Maasai Mara University | SB07/SR/MN/12058/2020 | 1 | 10,000 |
| Emmanuel Onyango Otieno | Maasai Mara University | AB03/SR/MN/6075/2017 | 4 | 10,000 |
| **Sub Total** |   |   |   | **20,000** |
|   |   |   |   |   |
| Denis Odhoch | Maseno University | PGD/ED/000108/2019 | 1 | 10,000 |
| Evans Omondi | Maseno University | BE/00352/018 | 3 | 10,000 |
| Onyango Brian Arum  | Maseno University  | ESC/00110/020 | 2 | 10,000 |
| Otieno Bonface Adwar | Maseno University  | ED/00211/018 | 2 | 15,000 |
| Winnie Akoth Ochieng | Maseno University | BE/04070/018 | 3 | 15,000 |
| Vivian Awor Otina | Maseno University | EAR/00366/19 | 2 | 15,000 |
| Hellen Okongo | Maseno University | ED/0039/2018 |  | 10,000 |
| **Sub Total** |   |   |   | **85,000** |
| Auma Linet Adwar | Masinde Muliro University | TAG/D/01-03710/2020 | 3 | 20,000 |
| Jolanta Noela Odiwuor | Masinde Muliro University | HHM/B/01-01929/18 | 2 | 40,000 |
| Ombidi Emmanuel Omondi | Masinde Muliro University | SCH/B/01-02079/18 | 2 | 15,000 |
| Makrine Achieng | Masinde Muliro University | EDA/B/01-00777/2018 | 2 | 30,000 |
| Phelix Onyango Lamoh | Masinde Muliro University | EDH/B/01-01593/2016 | 4 | 20,000 |
| Osewe Arnold | Masinde Muliro University | BCR/01-00929/2018 | 3 | 20,000 |
| Elector Akiny Otieno | Masinde Muliro University | HEH/B10/H01 | 2 | 20,000 |
| Otula Denis Onyango | Masinde Muliro University | HPS/03645/19 | 1 | 15,000 |
| Samwel Obala | Masinde Muliro University | HML/B/01-02027/17 | 3 | 20,000 |
| **Sub Total** |   |   |   | **200,000** |
| Awuor Eunice Otoyi | Mawego Technical Training Institute | 11180 | 2 | 20,000 |
| Vivian Atieno Otieno | Mawego Technical Training Institute | 13331 |   | 20,000 |
| **Sub Total** |   |   |   | **40,000** |
| Evans Oluoch Apollo | Meru University | BS204/101003/19 | 2 | **15,000** |
|  |   |   |   |  |
| Kate Winslet Obuya | Methodist University | MAC-1-6839-3/2020 |   | 15,000 |
| Joy K. Ochieng | Methodist University | BSN-1-7390-3/2020 |   | 15,000 |
| **Sub Total** |   |   |   | **30,000** |
| Isaiah Ochieng | Moi University | EDS/150/17 | 3 | 20,000 |
| Perez Gillian Otieno | Moi University | EVH/0977/20 | 2 | 30,000 |
| Linda Awino | Moi University |  BIO/18/18 |  3 | 20,000 |
| Winnie Achieng Ochieng | Moi University | FE/4023/21 | 1 | 20,000 |
| Otieno Ephy Anyango  | Moi University  | ED/422/19 | 2 | 10,000 |
| Rehema Akinyi Ngala | Moi University  | SC/160/17 | 4 | 10,000 |
| **Sub Total** |   |   |   | **110,000** |
| Malidens Omondi Obuogo | Mount Kenya University | BCSM/2019/43164 | 2 | 10,000 |
| Were Roselyne Awuor  | Mount Kenya University | BLAW/2018/79062 | 2 | 30,000 |
| Odongo Kennedy Otieno | Mount Kenya University | BECF/2017/69768 | 3 | 15,000 |
| Odhiambo Dennis Onyango | Mount Kenya University | BECF/2017/82662 | 4 | 15,000 |
| Sheryl Rosebelle | Mount Kenya University | DLAW/495/09/2019 |  | 9,800 |
| **Sub Total** |   |   |   | **79,800** |
| Awuor Vallery Stacy | Muranga University Of Technology | BE211/1110/2017 |  | **10,000** |
|  |  |  |  |  |
| **Sub Total** |   |   |   | **70,000** |
| Michael Omondi Oyoo | Nyandarua National Polytechnic | 4867/2021 | 1 | **10,000** |
|   |   |   |   |  |
| Godwin Ochieng Choka  | Pwani University  | KB03PU/406201/018 | 2 | 15,000 |
| Odhiambo Berryl Atieno | Pwani University  | EB01/PU/40807/20 | 1 | 10,000 |
| Omondi Victor Okeyo  | Pwani University  | EB01/PU/40648/019 | 3 | 15,000 |
| Nashon Okoth | Pwani University  | EB01/PU/40518/20 |   | 10,000 |
| **Sub Total** |   |  |   | **50,000** |
| Mercy Atieno Nyamwala | Rachuonyo Medical Training College | C/CHA/19052/136 | 2 | **10,000** |
|   |   |   |   |  |
| Jared Otieno Odhiambo | Ramogi Institute Of Adv. Tech. | 14014 | 2 | 10,000 |
| George Odhiambo | Ramogi Institute Of Adv. Tech. | 13171 |   | 10,000 |
| **Sub Total** |   |   |   | **20,000** |
| Anyach Adhiambo Lynnet  | Rongo University | ED/6053/2016 | 3 | 10,000 |
| Seth Otieno | Rongo University | KIS/038/2020 |   | 20,000 |
| **Sub Total** |   |  |   | **30,000** |
| John Ogolla | Salama Fikira Group Limited | 2874921 |   | **20,000** |
|  |  |  |  |  |
| Vanessa Adongo | Samtec Driving School  |  |   |  10,100 |
| Scholastica Akinyi | Samtec Driving School  |  |  | 10,100 |
|  |  |  |  | **20,200** |
| Clifford Odiwuor Ochieng | Siaya Institute Of Technology | EET 500/0043/19 | 2 | **20,000** |
|  |  |  |  |  |
| Geoffrey Otieno | Sigalagala National Polytechnic |  |   | **15,000** |
| Anjeline Akinyi  | St Francis TTI | 2161 | 2 | **10,000** |
|   |   |   |   |  |
| Cheryl Varty Njoroge  | Technical University Of Kenya | ABBQ/00418/2020 |   | **20,000** |
|   |   |   |   |   |
| Faith Auma Ooko | Technical University Of Mombasa | BBA/340J/2018 | 3 | 20,000 |
| Funny Kelly | Technical University Of Mombasa  | EEEE/03244/2020 | 1 | 10,000 |
| Otieno Felix Otieno | Technical University Of Mombasa  | BSMF/091J/2017 | 3 | 20,000 |
| Wyckliff Otieno Opanah  | Technical University Of Mombasa  | BRM/126J/19 | 2 | 15,000 |
| **Sub Total** |   |   |   | **65,000** |
| Orati Felix | Tharaka University College | CBT4/01947/20 | 2 | **10,000** |
|   |   |   |   |  |
| Collins Obuon | Tom Mboya University | SBE/BA/01809/017 | 3 | 20,000 |
| Justus Odhiambo | Tom Mboya University | SED/SN/01272/019 | 2 | 20,000 |
| **Sub Total** |   |   |   | **40,000** |
| Emmaculate Akinyi Ochieng | Topmax Training College | BCDFG/235/2019 |   | **20,000** |
| Don Pete Odundo | University Of Nairobi | D/33/54594/2012 | 3 | 20,000 |
| Baroness Ua Akinyi | University Of Nairobi | D33/2507/2018 | 3 | 15,000 |
| Brian Omondi Ariko | University Of Nairobi | A83/5242/19 | 2 | 20,000 |
| Duncan Otieno | University Of Nairobi | R50/37245/2020 | 2 | 30,000 |
| Erick Otieno | University Of Nairobi | 108/1586/2020 | 3 | 15,000 |
| Isaac Ogoma | University Of Nairobi | A83/5280/19 | 2 | 15,000 |
| Lencer Dorine Kitche | University Of Nairobi | X75/35628/13 | 4 | 20,000 |
| Linda Aoko Ombidi | University Of Nairobi | E35/139077/2020 | 2 | 20,000 |
| Nelson Onyango Awino | University Of Nairobi | C01/0920/19 | 2 | 20,000 |
| Nicholas Onyango Awino | University Of Nairobi | A87/4579/2017 | 3 | 20,000 |
| Obuogo Ouma Pelican | University Of Nairobi | I39/2370/2019 | 1 | 15,000 |
| Ochieng Phebine Akinyi | University Of Nairobi | C01/0533/2018 | 2 | 20,000 |
| Otieno Shamim Mbai | University Of Nairobi | C01/80496/2017 | 4 | 20,000 |
| Pascal Ogaga Abong’o | University Of Nairobi | E37/84264/17 | 3 | 10,000 |
| Philip Antonio Omolo | University Of Nairobi | C01/80903/17 | 3 | 20,000 |
| Steve Odhiambo | University Of Nairobi | E35/3348/2018 | 3 | 10,000 |
| Valyne Atieno Aswere | University Of Nairobi | C01/0861/2016 | 4 | 20,000 |
| Ndong Ochieng Evans | University Of Nairobi | G34/3333/2019 |  | 20,000 |
| Brian Ochieng | University Of Nairobi |  |  | 10,000 |
| **Sub Total** |  |  |  | **340,000** |
| Derrick Omondi | Lukenya University | DA/03/KP/1683/2020 |  | **20,000** |
|  |  |  |  |  |
| **Total** |  |  |  | **2,310,000.00** |

1. **Bursary for Secondary School**

Afurther list of **27** students from secondary schools were awarded bursaries totaling to **Ksh 390 ,728.00** as detailed below.the grand total for both the tertiary ans secondary school bursary totaled to **Ksh** **2,700,728.00**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAMES**  | **INSTITUTION** | **REG. NO** | **YEAR** | **AMOUNT** |
| Abongo Francis Owuota | Agoro Sare High School | 12780 |   | **10,000** |
|  |  |  |  |  |
| Carol Spenser | Bishop Okulu Magare Secondary |   |   | 20,000 |
| Dorcas Bright Atieno | Bishop Okulu Magare Secondary | 3456 |   | 5,000 |
|  |  |  |  | **25,000** |
| Valentine Otieno | Kendu Muslim Secondary School | 3272 |  | **5,000** |
|  |  |  |  |  |
| Fridah Awuor Gogo | Kowuor Mixed Secondary School | 1191 |   | **5,000** |
|  |  |  |  |  |
| Phelix Lamar Juma | Lala Mixed Seconary School |   |   | **10,000** |
|  |  |  |  |  |
| Veronicah Achieng | Moi Girls High School- Sindo | 3665 |   | 10,000 |
| Merryl Winfrey Akinyi | Moi Girls High School- Sindo | 4249 |   | 10,000 |
|  |  |  |  | **20,000** |
| Khalan Higan | Nyalkinyi Mixed Secondary |   |   | **10,000** |
|  |  |  |  |  |
| Hellen Awuor Odemba | Nyajanja Mixed Secondary School | 970 |  | **10,000** |
| Lidia Atieno | Nyamasare Girls Secondary | 1119 |   | **10,000** |
|  |  |  |  |  |
| Nashon Otieno Ogaga | Obera Boys High School | 4988 |   | **5,000** |
|  |  |  |  |  |
| Sofia Akinyi Odhiambo | Ogande Girls High School | 7071 |   | 20,000 |
| Sally Atieno Dudi | Ogande Girls High School | 5585 |   | 45,728 |
| Patricia Aketch Juma | Ogande Girls High School | 5546 |   | 50,000 |
| Paivy Awuor Juma | Ogande Girls High School | 5545 |   | 50,000 |
|  |  |  |  | **165,728** |
| Ephy Akinyi Odhiambo | Oyugi Ogango Girls | 5406 |   | **10,000** |
| Ronaldino Njoroge | Ringa Boys High School | 10607 |  | **10,000** |
| Latifah Amondi | Ringa Girls Secondary | 1923 |   | **10,000** |
|  |  |  |  |  |
| Lucy Achieng | St. Dominic Wiga Secondary School | 2174 |  3 | **10,000** |
|  |  |  |  |  |
| Grace Aluoch Otieno | St. Francis Rangala Girls High School | 10031 |   | **10,000** |
|  |  |  |  |  |
| Maggy Rose  | Rae Girls Secondary School | 873 |  1 | **10,000** |
| Phenny Vivian Akinyi | St.Josephine Bakhita Girls |   |   | **5,000** |
| Dorothy Akinyi | St.Josephine Bakhita Girls | 1163 |  | **10,000** |
|  |  |  |  | **15,000** |
| Odhiambo Brenda Atieno | St. Mary’s Marindi Girls Secondary School |  |  | **10,000** |
| Gedion Oginga | Tom Mboya Secondary | 5784 |   | **10,000** |
| Fidel Onyango Juma | Wiobiero Secondary | 5252  |  1 | **5,000** |
|  |  |  |  |  |
| **Total** |  |  |  | **390,728.00** |

**MIN.HBTC NG-CDFC 06/20/04/2020/2021: REPLACEMENT OF THE STALED BURSARY CHEQUES**

The FAM informed the members that there are some staled bursary cheques from the previous bursary processes that had not been replaced according to the bank reconciliation statements. The members agreed that that amount could help them clear the fee balances of some of the needy students within the constituency who were not catered for in the previous bursary process. The list of the beneficiaries is as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **NAMES**  | **INSTITUTION** | **REG. NO** | **YEAR** | **AMOUNT** |
|  | Reuben Angiro | Nyalkinyi Mixed Secondary School | 1503 | 3 | 12,500 |
|  | Clinton Okulu | Nyalkinyi Mixed Secondary School | 2397 | 3 | 12,500 |
|  | Silas Omondi | Adiedo Secondary School | 1416 |  | 5,000 |
|  | Lameck Odoyo Onyore | Oluso Mixed Secondary School | 389 |  | 5,000 |
|  | Mary Achieng Juma | Ambassador Pamela Mboya High School | 699 |  | 5,000 |
|  | Omollo Ariel | Gendia High School | 9937 |  | 5,000 |
|  | Owino Hellen Awuor | Magina Girls Secondary School | 2348 |  | 10,000 |
|  | Simon Odhiambo | Gendia High School | 9867 |  | 5,000 |
|  | Aziz Ivy | Disii Mixed Secondary School | 5255 |  | 5,000 |
|  | Wilfred Ochieng Otieno | Kuoyo Kochia Boys Secondary School | 5182 |  | 5,000 |
|  | Steve Otieno Manguro | Langoromo Mixed Secondary School | 317 |  | 5,000 |
|  | Lazarus Olango | Chuka University | EB14/46259/20 | 1 | 30,000 |
|  | Stanley Eliakim Kibaki | Oriwo Boys High School | 11228 | 1 | 20,000 |
|  | Steve Omondi  | Gendia High School | 9374 | 3 | 10,000 |
|  | Eleen Vaal | Asumbi Girls High School | 17422 | 2 | 10,000 |
|  | Otieno Ephy Anyango | Moi University | ED/422/19 |  | 10,000 |
|  | Winnie Awuor Otieno | Kibete Polytechnic | DQS/3427/01/019 |  | 10,000 |
|  | John Opany Otieno | Railway Training Institute | RTI/21/00528 |  | 10,000 |
|  | Brenda Atieno Juma | Bondo Secondary School | 958 |  | 3,000 |
|  | Onyango Nolen Awuor | Nyalkinyi Mixed Secondary School | 2809 |  | 3,000 |
|  | Lucy Adhiambo Ochieng | St. Ambrose Secondary School | 1467 |  | 2,000 |
|  | Gladys Awuor Omondi | Nyalkinyi Mixed Secondary School | 2725 | 2 | 3,000 |
|  | Benter Onyango | Nyalkinyi Mixed Secondary School | 2120 |  | 3,000 |
|  | Maurice Otunga | Nyalkinyi Mixed Secondary School | 2893 |  | 3,000 |
|  | Diana Ouma Odoyo | Ogande Mixed Secondary School | 934 | 3 | 3,000 |
|  | Ephron Odhiambo Justus | Kisumu Polytechnic | DSCD/J19/02 | 2 | 15,000 |
|  | Andy Cole | Kisumu Polytechnic | TKNP/A/7919 |  | 5,000 |
|  | Moses Otieno Ochieng | Egerton University | ELL/00743/20 |  | 10,000 |
|  | Ochieng Merryl Marsha | The Hill School Girls High School | 3915 | 1 | 25,000 |
|  | Ochieng Sherryl Sarsha | Butere Girls High School | 220359 | 1 | 25,000 |
|  | Elysia June Opela | Ogongo Mixed Secondary School | 1811 | 3 | 10,000 |
|  | Vivian Achieng Orure | St Joseph Alendo Secondary School | 881 | 1 | 10,000 |
|  | Martha Awuor Odhiambo | St Marys Nyamogo Girls Secondary School | 1187 | 3 | 10,000 |
|  | Oloo Mishy Velma | St. Annes Nyagonge Girls Secondary School | 0789 | 4 | 5,000 |
|  | Dorothy Auma Polo | Koduogo Moxed Secondary School | 421 | 3 | 5,000 |
|  | Assenath Akinyi Alwalo | St Dominic Wiga Mixed Secondary School | 1066 | 3 | 5,000 |
|  | Orage Grace Akinyi | Gogo Katuma Mixed Secondary School | 545 | 3 | 5,000 |
|  | Sophine Atieno | Bishop Okullu Magare Girls Secondary School | 3550 | 2 | 20,000 |
|  | Maxwell Ochieng Otieno | Kokuro Secondary School | 6019 | 1 | 10,000 |
|  | Noel Odoyo  | Oriwo Boys Secondary School | 1078 | 2 | 10,000 |
|  | Tobias Onyango Omollo | St. Nicancious Maranyona Mixed Secondary School | 624 | 1 | 10,000 |
|  | Charles Orwa | Imperial driving school |  |  | 15,000 |
|  | Brigit Atieno Oburu | St. Cecilia Aluor Girls Secondary School | 6799 |  | 15,000 |
|  | Joseph Ogaye | Nairobi TTI | 27557 |  | 20,000 |
|  | Abital Gloria | Lugulu Girls Secondary School |  |  | 20,000 |
|  | Lavintah Atieno Ombek | Railways Training Institute | RTI/19/01067 |  | 10,000 |
|  | Vivian Wendy | Ogande Girls Secondary School | 6060 |  | 10,000 |
|  | Terry Aoko | Kiriri Women University |  |  | 20,000 |
|  | Victor Onyango | Manyatta Boys Secondary School |  |  | 10,000 |
|  | Flavian Awuor | Nile Roads Girls Secondary School |  |  | 10,000 |
|  | Oluoch Peter | Majengo Mixed Secondary School |  |  | 10,000 |
|  | **TOTAL** |  |  |  | **515,000.00** |

**MIN.HBTC NG-CDFC 07/20/04/2020/2021: CLAIM FOR UNPAID DUES**

One member Mr Askari Richard informed the members of pending unpaid dues for construction of latrines in the following primary schools:

1. Roba Primary School
2. Pundo Kalanya Primary School
3. Wangapala Kobuola Primary School
4. Ndiru Primary School

The project activities claimed were not approved in the project codelists for the respective financial years. The committee therefore resolved not to pay for the claimed unpaid dues because NG-CDFC did not enter into any valid contract with the complainants.

**MIN.HBTC NG-CDFC 08/20/04/2020/2021: TRAINING OF THE NG-CDFC, COC AND STAFF**

The FAM explained to the members that it is very important for all the NG-CDFC, COC, the HODs and the staff to be trained on the proper management, usage and general oversight of the NG-CDF. He further said that once trained the members will be able to understand their roles and responsibilities in the management.

He then asked the members to decide on the dates and venue for the proposed training. The members agreed to schedule the training for four days beginning 26th to 29th April, 2021 at The Vic Hotel.

The proposed budget for the training is as follows:

|  |
| --- |
| 1. **Training Budget for Homabay Town Constituency Committee, COC and Staff**
 |
|  |  |  |  |  |
|  | **FOUR DAYS** |
| ACTIVITY | PAX | DAYS | RATE | AMOUNT |
|   |  |  |  |   |
| ALLOWANCES |  |  |  |   |
| NGCDF Committee | 8 | 4 | 5000 | 160,000.00 |
| Chairman | 1 | 4 | 7000 | 28,000.00 |
| COC | 4 | 4 | 5000 | 80,000.00 |
|   |  |   |  |   |
| ACCOMMODATION |  |   |  |   |
| NGCDF Committee/COC | 13 | 4 | 7500 | 390,000.00 |
| Staff | 3 | 4 | 7500 | 90,000.00 |
| Junior Staff | 4 | 4 | 5000 | 80,000.00 |
|   |  |   |  |   |
| PER DIEM - HODS | 2 | 4 | 14000 | 112,000.00 |
|   |  |   |  |   |
| TRANSPORT | 24 |   | 1500 | 36,000.00 |
|   |  |   |  |   |
| SUB TOTAL |   |   |   | 976,000.00 |
| FACILITATORS |  |   |  2750 | 90,000.00 |
| CONFERENCE PACKAGE | 25 | 3 | 2500 | 206,250.00 |
| CONTIGENCY |  |   |  | 50,000.00 |
| **TOTAL** |  |  |  | **1,322,250.00** |

1. **Program**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **DAY ONE** | **DAY TWO** | **DAY THREE** |
| 9.00 AM – 10.30 AM | Overview of NGCDF ACT | Overview of PPAD Act | Cross cutting Issues |
| *10.30 AM – 11.00 AM* | *TEA BREAK* | *TEA BREAK* | *TEA BREAK* |
| 11.00 AM – 1.00 PM | Monitoring & Evaluation | Accounting procedures | Meeting & Record Keeping |
| *1.00 PM - 2.00 PM* | *LUNCH* | *LUNCH* | *LUNCH* |
| 2.00 PM – 4.00 PM | Audit within NGCDF framework | Cross cutting issues | Team Building |
| ***4.00 pm*** | ***Tea & Departure*** | ***Tea & Departure*** | ***Tea & Departure*** |

**MIN.HBTC NG-CDFC 09/20/04/2020/2021: STAFFING AND RECRUITMENT**

The chairperson read out to the members a list from the area MP consisting of new staff that were supposed to be recruited into the system. When the members were given a chance to say a thing or two in regards to this agenda, most of them highlighted the fact that our administrative budget is already overstretched and therefore it wasn’t really necessary to bring in new people to the system. A major concern was the specific designation for the new staff as the proposed positions for their incorporation already had various subcommittees manning them. However after thorough deliberations, the members agreed to replace five members of the staff who are no longer in their positions to enable them incorporate the new team. The replacement was done as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No**  | **New Staff** | **Replaced Staff** | **Responsibility**  | **Wages** |
|  | Charles Odero Mbuta | Calvince Amollo | Coordinate bursary and NG-CDF project within West Ward. | 7,500.00 |
|  | Isaiah Owalla Nyadiero | Suleiman Moty | Coordinate bursary and NG-CDF project within town. | 7,500.00 |
|  | Lawrence Nyadiegi | Agonga Owen Billy | Coordinate bursary and NG-CDF project within East Ward. | 7,500.00 |
|  | Elijah Otieno John | Liliian Aoko Opiyo | COC | 7,500.00 |
|  | Martin Oriema | Charles Bugo | Coordinate bursary within Komollo in East Ward. | 7,500.00 |
|  | **TOTAL** |  |  | **37,500.00** |

The members agreed that the new team will start receiving their wages as from the end of April 2021.

**MIN. HBTC NG-CDF 10/20/04/2020/2021: BUDGET**

The chairperson informed the members of a pending budget for the daily office operations that was awaiting their approval. After thorough scrutiny of the budget, the members approved the budget totaling to **Ksh. 85,850.00** with other expenses whose prices were yet to be confirmed by the mechanical engineer e.g the servicing of the generator.

**Shopping List for the Months of April-June**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ITEM** | **QTY** | **AMOUNT** |
| **Foodstuff**  |  |  |  |
|  | Sugar | 20kgs | 2,400 |
|  | Rice | 5Kgs | 2,600 |
|  | Cooking oil | 5Ltrs | 1,000 |
|  | Drinking Chocolate | 5 Sackets | 750 |
|  | Tea leaves | 300gms | 450 |
|  | Milk | 12Cartons | 7,200 |
|  | Water  | 120ltrs | 1,500 |
|  | Tea bags | 2 pkts | 450 |
|  | Maize |  | 3,000 |
|  | **Total** |  | **19,350** |
| **Sanitary Materials** |  |  |  |
|  | Cleaning towel | 4 pieces | 400 |
|  | Kitchen towel | 6 pieces | 900 |
|  | Liquid Soap | 10 Ltrs | 1,300 |
|  | Bar Soap | 5 Bars | 750 |
|  | Broom Brush | 2 Pieces | 500 |
|  | Makuti  | 4 | 400 |
|  | Mopper & basket | 2 | 1,000 |
|  | Tissue Paper | 16 Rolls | 900 |
|  | Serviette | 4 Packets | 600 |
|  | Hand wash | 5 Bottle | 900 |
|  | Ultra clean sponge  | 1 packet | 250 |
|  10) | Jik (coloured) | 4 ltrs | 700 |
|  | **Total** |  | **8,600** |
| **Others**  |  |  |  |
|  | Cooking gas (Refill) | 1 | 2,700 |
|  | Thermo flask (Medium) | 2 | 5,000 |
|  | Kitchen utensils (assorted) |  | 10,000 |
|  | 2T Engine oil | 1 | 400 |
|  | Honda oil | 2 | 1,100 |
|  | Plug  | 3 | 1,200 |
|  | Tires  | 4 | 11,000 (3000(B)2500(R)) |
|  | Tube  | 4 | 1,600 |
|  | Riding gears for 2: |  |  |
|  | 1. Chest guard
 |  | 3,000 |
|  | 1. Jacket
 |  | 9,000 |
|  | 1. Trouser
 |  | 3,600 |
|  | 1. Leather gloves
 |  | 1,200 |
|  | 1. Boots
 |  | 7,000 |
|  | **Total** |  | **57,900** |
|  | **TOTAL** |  | **85,850** |

**Other Expenses**

1. Motorbike service (HONDA ACE CB 125) \_as directed by the Mechanical Engineer
2. Fuel (2 bikes) 15ltrs each
3. Generator Service – as directed by the Mechanical Engineer
4. Fuel for generator 15ltrs

**MIN. HBTC NG-CDF 11/20/04/2020/2021: PAYMENT OF GOODS AND SERVICES**

The Members approved the following payments totaling to Ksh.**26, 250.00**

1. Replacement and refill of fire extinguisher Ksh.6,000
2. KPLC Ksh. 6,300
3. Reimbursement of Jacktone Chwanya,the liason officer **Ksh 10,350** an amount he spent to service and purchase fuel for the office motorcycle number GKB 276S.

**MIN.HBTC NG-CDFC 12/20/04/2020/2021: AOB**

In conclusion, the chairperson informed the members that the main reason as to why the COC Chairperson Mr. Leonard Achieng was invited to the meeting was to inform him that the NG-CDFC are implementing the projects proposal for 2020/2021 FY and not for political discussions. He was therefore mandated to inform his entire team so that they can start their oversight role.

He went ahead to encourage the members to be mindful of their utterances when they are with the general public as they have a very crucial role to play in ensuring they achieve their objective at the end of the day. He reminded them to keep office matters with the office because they’re destined for greatness and success if they stick together.

One member Mrs. Teresa Ochieng requested the chairperson to read out the membership of the various subcommittees within the committee to help clear the confusion in the air that the memberships of those subcommittees are not balanced. The chairperson confirmed the membership to be as follows:

1. **Bursary Subcommittee**
2. Monica Nyadiero- Chairperson
3. Richard Askari- Secretary
4. Calvince Amollo- Member
5. Charles Bugo- Member
6. Edith Obonyo -Member
7. Tom Wasike-FAM
8. **Sports Subcommittee**
9. Betha Hildigard Chairperson
10. Calvince Amollo- Secretary
11. Edith Obonyo -Member
12. Monica Nyadiero-Member
13. Teresa Ochieng-Member
14. Tom Wasike- FAM
15. **M&E Subcommittee**
16. Edith Obonyo- Chairperson
17. Vanessa adongo- Secretary
18. Monica Nyadiero- Member
19. Teresa Ochieng- Member
20. Richard Askari- Member
21. Harrison ouko- Member
22. Charles Bugo- Member
23. Betha Hildigard- Member
24. Tom Wasike- FAM
25. **Complaints Subcommittee**
26. Teresa Ochieng- Chairperson
27. Edith Obonyo- Secretary
28. Charles Bugo- Member
29. Harrison Ouko- Member
30. Tom Wasike-FAM
31. Henry Kereya-Acc
32. **Roads Subcommittee**
33. Betha Hildigard -Chairperson
34. Reuben Abongo- Secretary
35. Richard Askari- Member
36. Harrison Ouko- Member
37. Charles Bugo- Member
38. Tom Wasike-FAM

There being no other business, the meeting ended by a word of prayer from Mrs. Monica Nyadiero at 04.02pm. The dates for the next meeting will be communicated to the members by the Secretary.

**Signed;**

**Chairperson:…………………………………….Date:……………………………………**

**Secretary:……………………………………… Date:……………………………………**

Witnessed By:

**Fund Account Manager**…………………………… **Date** ………………………………………….