

**STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT- NDHIWA
MUNICIPALITY**

SPECIAL BOARD MEETING: No 01

DATE 10TH AUGUST 2023

PRELIMARIES

PRAYERS

INTRODUCTION/ATTENDANCE

APOLOGY

COMMUNICATION FROM THE CHAIRMAN

AGENDA

1. HANDING OVER TAKING OVER

PRELIMARIES

Members present

No	Name	Responsibility	Attendance
1	Prof Gordon Nguka	Chairperson	Present
2	Mary Opiyo	Vice Chairperson	Present
3	Eng Samson Amolo		Present
4	Coralline Oguta	Chairperson : Technical and Strategy	Present
5	Jared Owaka	Chairperson: Audit	Present
6	Godwin Odhiambo Juma	Chairperson: Human Resource	Present
7	Joseph Ondeng Alal	Chairperson: Finance Administration and General Purpose	Present
8	Salmon Ogutu Owii	Secretary	Present
9	Jackim	Sub County Admin: In Attendance	Present
10	Dr. Peter Kogola	CECM: Lands Physical planning Housing and Urban Development	Absent with apology
11	Charles Obondo	Chief Officer: Housing and Urban Development	Absent with apology

The meeting was called to order by the chairperson and prayer given by Mary Opiyo. The chairman then welcomed members to meeting by way of self-introduction. Each member had chance to introduce his or her self as this was the first meeting to be held between the board members and the manager.

Communique from the chairman

The chairman welcomed members in to the meeting by way of thanking them to have found time within their busy schedules to attend the meeting. He reiterated and recognized the short notice of the summoning of the meeting. He explained that the circumstances why the meeting had to be in that short duration.

- To welcome the manager and hand over the instruments for work
- Comply with County busy schedules otherwise the next meeting could have been in September but that will have hindered a lot of work

- That the meeting was special one and had only one agenda of handing over by the acting manager Mr. Jacking (Sub County Administrator who has been acting since May and taking over by Mr. Salmon Ogutu Owii as the substantive Manger from 8th August 2023. So the minutes of the previous board meeting were not read.

The chairman noted with appreciation and recognition the harmonious mutual and seamless working relationship between the Ndhiwa Constituency National Government Constituency Development Fund (NG_CDF) through area MP Hon Martin Owino and Ndhiwa Municipality through the municipal Board. This was echoed as best practice that should be scaled up in other jurisdictions. To this regard, the Municipality manager and the staff have been hosted by the NGCDF through the NGCDF chairman Mr. Joseph Ondenge at the Assistant Police commissioner building.

- It's agreed that NGCDF will permit municipality to use 5 offices.
- That in the next 2 months NGCDF will move to KMTC building
- That the Municipality will continue to use the NGCDF board room for their board meetings
- The fund manager office will be the municipal manager office and currently the fund manager uses the office twice a week (Tuesday and Thursday) the rest of the days, the office will be wholly used by the municipal manager

The chairman reiterated the following as the committees of the board

1. Executive committee
2. Finance administration and general purpose committee
3. Human resource and management committee
4. Technical and strategy committee
5. Audit committee

The following institutions were said to be in partnership with municipality with specific assignment

Institutions	Support areas	Funding source	Amount of Support
(Kenya Urban Support Program) KUSP	<ol style="list-style-type: none"> 1. Establishment of urban governance as well as management structures, 2. Providing eligible and qualifying counties (and their urban institutions) with funding, to and through the county governments, to allow those urban structures to fulfil their mandates. 3. Providing capacity development support to the State Department of Housing and Urban Development for it to better assist and support the county governments in addressing urban issues in the spirit of the Constitution of Kenya (2010) 	WB	-

Kenya Informal Settlement Improvement Project (KISIP) –Urban Institutional Grant(UIG)	<ol style="list-style-type: none"> 1. Strengthening institutions and Project Management 2. Enhancing tenure security 3. Investing in Infrastructure and service delivery 4. Planning for urban Growth 	WB, Sida & AFD	60M
Economic stimulus Project (ESP)	To increase aggregate demand through increased employment, consumer spending, and investment. The fund is going to help in the construction of the Ndhiwa Municipality Market	National Government	30M
Delon Hampton Associates (DHA) East Africa, Ltd.	Developing of Master plan. There is already MOU developed and be signed sometime in September	WB	-
Kenya Urban Roads Authority (KURA)	Construction of Urban Roads	National Government	

During the meeting ita noted that that KUSP will help in the development of the plan for example (5 years Urban integrated development plan (IDEP), strategic Plan (SP), Annual development Plan (ADP).

The ESP will support the development and construction of the Ndhiwa Municipality Market which already been advertised by the national government on 9th August 2023.

Through the board Hon MP Martin Owino and the Chairman, the is the proposed Kanyamwa-Kayambo-Kwamo 136 project to stand on the 5 acres land at cost of about 80M

It was noted that for the financial year 2023/2024 the County government has allocated 10m for development covering the following project

1. Lighting
2. Drainage
3. Dumping site

The meeting was also dully informed that the Kenya Urban Roads Authority are coming to Homa Bay and will be hosted in Ndhiwa. The municipality has to find office spaces for them. KURA will bitumen the roads within the Municipality Jurisdiction

It is anticipated that Municipality will receive fund from national government similar to CDF called Municipality Development Fund. The boundary for the municipality is under review and all the wards will benefit. The boundary will be along the Gor Mahia ring road and is proposed to be from Ratanga to Ongeng.

As chairman briefed the members, the following were agreed on;

1. Endless potential motto of the county be clarion call for all the municipality functions and operations
2. That Ndhiwa is agricultural Municipality and any other planning should link it with Ruma Park national as the municipality is anticipated to agricultural city with national park inside

3. Manager to schedule all the committee meeting in consultation with chief officer before end of September and have full board meeting
4. All the board members to attend the devolution conference in Eldoret starting from 14th-19th August 2023. Members to use their own money and will be reimbursed if by that time County had not wired the money in to the account and the account had not been opened
5. The agreed to have ICT personnel hired to support in the development of the website for the municipality
6. The board continue and every board member to try to mobilize resources for the growth of the municipality
7. Due diligence be followed before any project is undertaken.
8. Public participation remains Corner stone of all the projects and as enshrined in the constitution
9. The chairman to share the MOU from DHA and members to give feedback within August. Share the feedback with manager before end of August
10. Members to walk to the designated market place for familiarization of the anticipated market construction on the very day of the meeting
11. The motto of the municipality is GREEN JEWEL
12. Once the NGCDF has left the office for the municipality, due diligence be followed for the renovation of the office in consultation with Chief Officer before end of December 2023
13. The manager to begin to have engagement with busy/market community representative. His contact be given by Commissioner Ondenge before end of August 2023
14. The following document be availed for the members to read: municipality charter and launching be planned to be presided by the Governor
15. Audit committee to be trained as the money will be available and supported by the County
16. Board members to be inducted by the County
17. Performance contract be finalized and signed between chairman and the manager
18. Manager to tease out activities to be accomplished with 100 days
19. Finalized work plan
20. Manager to follow up the initial payment for board members who went to Naivasha

Agenda 01/10/8/2023: Handing over taking over

The Sub County Administrator Mr. Jackim has been acting as the manager since May 2023. He handed over to Mr. Salmon Ogutu Owii who took over as the newly substantive appointed Municipality manager before members of the board presided over by the board chairman

The following were list of items handed over. This was to be cross checked as the equipment were being received by the procurement office at the time of the board meeting.

1. Conference table-1
2. Office tables-3
3. Office chairs-4
4. Conference chairs-8
5. Visitors chairs-8
6. Desk top computer-1
7. Kyocera Printer-1
8. Metallic cabinet-3
9. File with previous minutes-1

There being no other business the meeting was adjourned with ward of prayer from the Vice chairman. The date for the next meeting will be communicated later.

Signed _____ Signed _____

Chairman _____ Secretary _____