

MINUTES OF THE SIAYA MUNICIPAL BOARD MEETING HELD AT ARDHI HOUSE
- CECM's OFFICE ON MONDAY, 26TH OF AUGUST, 2019 AT 10.00AM

Attendance

Present

1. Prof. Paul Achola Waw - Chairperson
2. George Odunga Obare - Secretary (Office of Municipal Manager)
3. Grace Agola - Vice Chairperson
4. Eng. Adrian Ouma - Member (CECM LPPH&UD)
5. Walter Okelo- - Member (Chief Officer LPPH&UD)
6. Nancy Juma -Member
7. Caroline Oduor -Member
8. Michael Ochieng' - Member

Absent with Apology

1. Linet Achila Oyola - Municipal Manager (Member)
2. Dr. Charles Were - Member

Agenda

1. Adoption of Agenda, Reading & Confirmation of Previous Minutes
2. Matters Arising from Previous Meeting
3. Approval, Review and Adoption of Annual Urban Investment Plans FY2019/20
4. Siaya Municipality Annual Budget Estimates for FY2019/20
5. Adoption of Siaya Municipality Solid Waste Management Policy
6. Presentation of Pre-Feasibility Technical Report on KUSP Project
7. Suitability Assessment of Siaya Municipality Seconded Staff
8. Planning for Citizen Fora
9. Municipal Board Induction Workshop
10. Any Other Business

Min1/26/AUG/19: Adoption of Agenda, Reading & Confirmation of Previous Minutes

The chairperson called the meeting to order at 1000Hrs. Opening Prayers were taken by Ms. Grace Chair welcomed the members to the meeting and clarified the need to go through the agenda for possible review and adoption. Members agreed on the agenda of the day as listed above for discussion. The previous minutes were read, corrected and subsequently proposed and adopted by Caroline and Michael respectively.

Min2/26/AUG/19: Matters Arising from the Previous Meeting

The secretariat presented a number of documents as were required by the board concerning the upcoming assessment by KUSP as follows: -

- An organogram detailing the various departments and offices to be filled by the municipal administration. Members agreed that six departments are required for a start namely; Finance and Procurement, Administration, Planning, Infrastructure, Environment & Public Health, Social Departments.
- A number of officers would be seconded to the municipality corresponding to the expertise required by the departments.
- The secretariat reported on the development of a municipal website link for Siaya Municipality within the county Government of Siaya Website , the address is;
[https:// www.siaya.go/-siaya-municipality](https://www.siaya.go/-siaya-municipality)
- County Urban Institutional Development Strategy was presented to the board for review. Members were given the opportunity to take away the document to read and present their findings for possible modification. The secretariat was tasked to collate and include the amendments in draft format.
- Members agreed that there is need for a special session at the induction to discuss welfare issues relating to board remuneration. The County Executive Committee Member agreed to table a cabinet paper to discuss the benefits and allowance of the board members at the cabinet.
- Members agreed that meeting allowances can be processed and sent to members in a duration of one week from the date of the meeting.

- Members resolved that a flat rate transport allowance of Kshs. 20,000/- should be paid to members as long as the meetings fall within one calendar season.
- CECM advised that a good cabinet paper presented to the municipal board must have the input of the municipal board.

Min3/26/AUG/19: Review, Approval and Adoption of Annual Urban Investment Plans FY2019/20

The Urban Investment plans were presented for the previous years FY2018/19 for review and adoption. Members agreed to amend the document to reflect the change in the project from the Modern Market and Bus-Park to Non-Motorized Transport Project within Siaya Town in Siaya Municipality and adopted them. The meeting also agreed that the Annual Investment Plan and budget should be published on the County Website for public consumption.

Min4/26/AUG/19: Siaya Municipality Annual Budget Estimates for FY2019/20

Siaya Municipality budget documents were presented and discussed. A list of requirements from the office of the municipal manager was also presented. The meeting resolved to adopt the budgets as proposed.

Min5/26/AUG/19: Adoption of Siaya Municipality Solid Waste Management Policy

The secretariat presented a waste management policy that the municipality had been working on for adoption. Members discussed the solid waste management draft policy and adopted it as a guiding document. The Chairperson encouraged the members to continue going through the document in order to improve it. The secretariat was requested to prepare work plans and programmes for implementation of the same in the municipality.

Min6/26/AUG/19: Presentation of Pre-Feasibility Technical Report on KUSP Project

A member of the County Project Coordination Committee presented a prefeasibility document detailing preliminary information on Non-Motorized Transport in Siaya. The document was discussed and adopted. Members agreed that there is need to move fast with the project design as the project was already late. The municipal board members requested the secretariat to proceed and call for qualified consultants to undertake feasibility studies on town walkways/paths and report back for possible implementation of the project.

Min7/20/AUG/19: Suitability Assessment of Siaya Municipality Seconded Staff

The secretariat presented names of candidates proposed for secondment to Siaya Municipality before the board. The professional qualifications and experience of the staff was reviewed. The members undertook suitability analysis for the following candidates who appeared before the Board and presented on their professional experience and ability to perform the functions they had been seconded to. The candidates were;

1. Fredrick Oduor Opondi -Procurement Officer
2. Cliff Paul Odhiambo- Municipal Planner
3. Elizabeth Moi – Social Development Officer
4. Richard Okoth Abongo – Administrative Officer

Other candidates whose curriculum vitae were presented for nomination to the board included;

1. Ms. Diana Awuor -Environment Officer
2. Mr. George Kumo -Accountant
3. Wilson Omondi Odhiambo- Works Officer

Members noted that there was an urgent need to appoint the above officers to the municipal administration so as to support the operations of the municipality. It was resolved that all the officer's files would be forwarded to the County Secretary for appointment letters to be prepared. This would be accompanied with necessary recommendation letters from their current departments and minutes from the board. The board requested the secretariat to include two more nominees from the department of ICT and Human Resource Departments. The staff considered for secondment were asked to submit their updated curriculum vitae to the secretariat.

Min8/20/AUG/19: Planning for Citizen Fora

A proposal to hold a public forum in the municipality on Thursday 29th of August 2019 was discussed and members resolved that the public meeting could not take place as proposed. The meeting agreed that the agenda of the public fora should be set for validating the designs of the project Non-Motorized Transport in Siaya Municipality only. The board also agreed that a date would be set once the secretariat reports on the completion of the designs.

Min9/20/AUG/19: Municipal Board Induction Workshop

The secretariat reported on the preparations being undertaken for the induction workshop scheduled for capacity building of the Siaya Municipal Board. Members agreed that the induction workshop should proceed in Kisumu as discussed. The proposed dates of Sunday 8th September to Friday 13th September, 2019 at Pine Cone Hotel in Kisumu were confirmed. The meeting also agreed that the assembly house committee dealing with urban issues should be incorporated in the training as well as the County Project Coordination Team. The secretariat was tasked to prepare a programme for training to be circulated in advance to the board members.

Min10/20/AUG/19: Any Other Business

The chairperson thanked the members for taking their time to attend the meeting on short notice. He reminded the members that the municipal board had a lot of pending work to clear and hence the need for more special meetings.

Adjournment

There being no other business, the meeting ended at 1800 hours with a word of prayer by Ms. Nancy Juma.

Chairperson.....Signature..... Date.....

Secretary.....Signature..... Date.....