



**COUNTY GOVERNMENT OF BUSIA
DEPARTMENT OF LANDS, HOUSING
& URBAN DEVELOPMENT
MUNICIPALITY OF BUSIA**

P.O. Box 1001 - 50400

BUSIA, KENYA

Email: municipalityofbusia@gmail.com



**MINUTES OF FIRST MUNICIPAL BOARD SPECIAL MEETING HELD ON 23RD
MARCH, 2020 AT 10.45 AM AT TRADE AND CO-OPERATIVE MANAGEMENT
BOARDROOM**

Attendance

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| 1. Mr. Patrick Oundo Wangalwa | – Chairman |
| 2. Prof. Grephas P. Opata | - Member |
| 3. Dr. George Kwedho | - Member |
| 4. Mr. Joe Maurice Odundoh | - Member |
| 5. Mr. Chris Solomon Nambanga | -Member |
| 6. Mr. Peter Oteba Omeri | - Member |
| 7. Mr. Kenneth Nabulindo | - Secretary |

Agenda

1. Preliminaries
2. COVID-19 Preparedness
3. Calendar Of Committee Meetings of the Board
4. Any Other Business

Adoption of the above agenda was proposed by Dr. Kwedho and seconded by Mr. Nambanga

Preliminaries

The meeting started at 10.45 am with a word of prayer from Mr. Nambanga. Thereafter, the chairman welcomed members and briefed them of the main agenda, that is, current state of the corona virus and the measures put in place to curb it within the Municipality.

MIN 01/02/2020 – COVID-19 PREPAREDNESS.

The board was informed of measures being taken by the national and county governments on corona virus and therefore the municipality has to carry out implementation of these measures at the grass root level.

The committee was taken through Covid-19 preparedness status report of the municipality and highlights were as follows:

- i. Public Health Officers are not trained on how to handle the corona virus;
- ii. No fumigation Equipment at Bus Park, markets;
- iii. No public participation and awareness created about Covid-19;
- iv. There is still Open cooking at bus park;
- v. There is no COVID -19 control measures at public places such as markets, bus parks;
- vi. There were still public gatherings in market places.
- vii. No protective gears in hospitals and other public offices.

It was discussed and agreed that;

- i. All markets within the municipality should be fumigated, protective gears should be provided and reflectors;
- ii. All Matatu vehicles should be inspected and comply with the directives from National government e.g. should have sanitizer, 14 sitter Matatu should carry only 8 passengers.
- iii. The municipality should work closely with other relevant officers such as Governor's Office, department of Health, and Enforcement office and other government agencies;
- iv. Markets not complying with COVID-19 preventive measures within the municipality should be closed or considered for relocation;
- v. The County government should provide Personal Protective Gears, that is, gloves, masks, and sanitizers among others.
- vi. The County government to provide testing machine at the border point;
- vii. The Board to pay courtesy call to the Governor's Office, Officer Commanding Police Division and County Commissioner.
- viii. The Municipality Board should have a representative in the County *Ad-hoc* Committee on Covid-19.
- ix. Collection of solid waste management should have enough budgetary allocation for the next 3 months. In addition, there should be one tipper and one shovel for solid waste collection.

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- x. Allocate staff external works and consider staggering attendance in shifts.
- xi. Consider mobilization of resources from the public towards supporting war against Covid- 19.
- xii. The chair to lead weekly briefs in supporting the manager.

MIN 2/03/2020 – CALENDER OF COMMITTEE MEETINGS OF THE BOARD

Members agreed on membership of board committees as outlined below;

1. Finance and Administration Members

1. Mr. Peter Omeri Oteba Chairman
2. Mr. Maurice Odundoh Member
3. Mr. Kenneth Nabulindo Secretary

2. Urban Planning, Environment and Infrastructure

1. Dr. George Kwedho Chairman
2. Prof Grephas Opata Member
3. Mr. Peter Omeri Oteba Member
4. Mr. Jared Chebon Co-opted Member
5. Mr. Kenneth Nabulindo Secretary

3. Corporate Affairs, Investment and Resource Mobilization

1. Mr. Chris Nambanga Chairman
2. Dr. George Kwedho Member
3. Prof Grephas Opata Member
4. Mr. Peter Omeri Oteba Member
5. Mr. Kenneth Nabulindo Secretary

4. Audit, Compliance and Risk

1. Mr. Chris Nambanga Chairman
2. Dr. George Kwedho Member

The Audit committee to meet half yearly or yearly

It was discussed and agreed that board adopts its schedule of meetings as tabled below:

MUNICIPALITY OF BUSIA BOARD COMMITTEES ALMANAC FOR FY 2019/2020

S/No.	Date	Time	Venue and Time	COMMITTEE
	09/04/2020	0900hrs	Trade and Cooperative Boardroom	Corporate Affairs, Investment & Resource Mobilization
	24/04/2020	0900hrs	Trade and Cooperative Boardroom	Urban Planning Environment & Development control
	08/05/2020	0900hrs	Trade and Cooperative Boardroom	Finance & Administration
	20/05/2020	0900hrs	Trade and Cooperatives	Audit, Risk & Compliance
	29/05/2020	0900hrs	Trade and Cooperatives	Full Board

MUNICIPALITY OF BUSIA BOARD COMMITTEES ALMANAC FOR FY 2020/2021

S/No.	Date	Time	Venue and Time	COMMITTEE
1.	12/06/2020	0900hrs	Trade and Cooperative Boardroom	Urban Planning ,Environment & Development control
2.	26/06/2020	0900hrs	Trade and Cooperative Boardroom	Finance & Administration
3.	07/07/2020	0900hrs	Trade and Cooperative Boardroom	Corporate Affairs, Investment & Resource Mobilization
4.	17/07/2020	0900hrs	Trade and Cooperatives	Audit ,Risk & Compliance
	31/07/2020	0900hrs	Trade and Cooperatives	Full Board

MIN 2/03/2020 – ANY OTHER BUSINESS

It was agreed that Finance and Administration Committee should ensure that the municipality receives its proposed recurrent and development budget for Financial Year 2020/2021.

The meeting was adjourned at 1.00 PM with a word of prayer from Mr. Chris Nambanga.

For Board

CHAIRPERSON: Wamgela Denis DATE: 23/03/2020 SIGN: [Signature]

SECRETARY: Kenneth Masulwa DATE: 23/03/2020 SIGN: [Signature]