



# RONGO MUNICIPALITY BOARD

Office of the Municipal Manager  
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## MINUTES OF THE 2<sup>ND</sup> MEETING OF HUMAN RESOURCE AND ADMINISTRATION COMMITTEE HELD ON 28<sup>TH</sup> NOVEMBER 2023 AT RONGO MUNICIPAL MANAGER'S OFFICE

### PRESENT

1. Ms. Margaret R. Omolo
2. Ms. Faith Ochieng Ooko- Member
3. Bishop Joel Okoth Nyauche-Member
4. Mr. Jack Otieno Owuor- Member
5. Ms. Winnie Anyango Ogola-Member
6. Mr. David Ore- Municipal Manager/ Secretary

### AGENDA

1. Reading and Confirmation of the previous minutes
2. Tabling of the approved Municipal organization Structure
3. Planning of the 2nd Citizen forum
4. Planning of peer learning event for the Board and staff
5. AOB

G.T.O.

MIGORI COUNTY GOVERNMENT  
PLANNING, HOUSING AND URBAN DEVELOPMENT  
MUNICIPAL MANAGER

06 MAR 2024

RONGO MUNICIPALITY  
P.O. BOX 195-40400, RONGO

MIN. NO.	DESCRIPTION	ACTION
<b>Min.1 28/11/2023</b>	<b><u>Preliminaries</u></b> The committee chairperson called the meeting to order at 10:00 am by word of prayer from Bishop Joel Nyauche. After establishing that the quorum was met, the chairperson asked the secretary to read through the agenda of the meeting. A member proposed the introduction of a new agenda item to read, "Establishment of Benevolent fund" Mr. Jack Otieno proposed the adoption of the agenda as amended and members unanimously adopted them.	

<b>Min. 2</b> <b>28/11/2023</b>	<u><b>Reading and Confirmation of the previous minutes</b></u>  <p>The secretary read through the minutes of the previous meeting which was held on 27<sup>th</sup> July 2023. Mr. Jack Otieno proposed the confirmation of the Minutes as true records of the deliberations and all the members affirmed the same.</p> <p>There was no any matter arising from the previous meeting.</p>	
<b>Min 3</b> <b>28/11/2023</b>	<u><b>Tabling of the approved Municipal organization Structure</b></u> <p>The Municipal Manager tabled the approved organization structure of the municipality for consideration by the committee. The committee was satisfied with the organogram and recommended that office spaces be created for the expected officers.</p> <p>The municipal manager was requested to communicate with the subcounty administrator for Rongo to arrange for a meeting on sharing of the office spaces.</p> <p>The committee also tasked the Municipal Manager to arrange for a meeting between the Board and the County Public Service Board to consult on areas of common interest.</p>	Municipal Manager
<b>Min 4</b> <b>28/11/2023</b>	<u><b>Planning of the 2nd Citizen forum</b></u> <p>The committee proposed that the next citizen forum would be held at Kitere area with around 50 invited participants.</p>	Municipal Manager
<b>Min 5</b> <b>28/11/2023</b>	<u><b>Planning of peer learning event for the Board and staff</b></u> <p>It was proposed that the board to hold a peer learning event in Wote Municipality, Makueni County by February 2024 to share on the experiences and challenges on matters urban governance.</p>	Municipal Manager  Municipal Board.

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WOTE COUNTY GOVERNMENT  
MUNICIPALITY DEVELOPMENT  
MUNICIPAL MANAGER  
06 MAR 2024  
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P.O. BOX 195-40400, SUK...

<b>Min 6</b> <b>28/11/2023</b>	<p align="center"><b><u>Establishment of Benevolent fund</u></b></p> <p>It was recommended that a benevolent fund be established with membership drawn from the board and the management of Rongo Municipality.</p> <p>The fund would cover for the death of members nuclear family being oneself, children and spouse.</p> <p>Each member would contribute Ksh 2000 in the event of a misfortune of death.</p>	Municipal Board.
<b>Min 7</b> <b>28/11/2023</b>	<p align="center"><b><u>AOB</u></b></p> <p>The committee proposed that the Board to develop a framework on savings among the board members as from January 2024</p> <p>It was also proposed that branded hoodies be provided to the board members and staff to promote visibility and identity.</p>	Municipal Board  Municipal Manager

There being no other businesses the meeting was adjourned at 13:10 by a word of prayer from Ms. Faith Ooko.

**Minutes signed for Circulation**

Chairman..... Date.....

**Minutes Confirmed**

Chairperson..... Date.....

Secretary..... Date.....

*C. O. O.*

RIGORI COUNTY GOVERNMENT  
LAND, HOUSING AND URBAN DEVELOPMENT  
MUNICIPAL MANAGER

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RONGO MUNICIPALITY

Signed:  Chairperson..... Secretary.....