

**COUNTY GOVERNMENT OF GARISSA**



**GARISSA MUNICIPAL BOARD  
P. O. BOX 563,70100  
GARISSA**

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**MINUTES OF MUNICIPAL BOARD MEMBERS MEETING HELD ON 18/6/24  
AT TANS GARDEN HOTEL.**

**MEMBERS PRESENT.**

- |                        |               |
|------------------------|---------------|
| 1. Aden Musa           | -Ag. chairman |
| 2. Fahim A Bajwed      | -Member       |
| 3. Mohamed Hassan      | -Secretary    |
| 4. Farhiya Omar        | -Member       |
| 5. Hon Mohamed Hussein | -Member       |

**AGENDAS**

1. Opening Remarks
2. Confirmation of Previous Meeting
3. Matters arising from the previous meeting
4. IDEP presentation and approval
5. Presentation of organogram and job description by Municipal Hr. Officer
6. A.O.B

**MIN 01/06/24 OPENING REMARKS.**

The Ag. Chairperson opened the meeting and welcomed the members. He requested one of the members present to offer a ward of prayer and afterwards welcomed the rest to the meeting and the meeting started at 9:00 am.

**MIN 02/06/2024 CONFIRMATION OF PREVIOUS MINUTES.**

The secretary took the members through the minutes of the previous Board meeting after which Mr. Fahim bajwed proposed and Mohamed Hussein seconded. The minutes were confirmed to be the representation of the deliberations of the previous meeting and were adopted.



**MIN 03/06/2024 MATTERS ARISING FROM THE PREVIOUS MEETING.**

The members agreed there was no matter raised from the previous meeting

**MIN 04/06/2024 IDEP PRESENTATION AND APPROVAL**

The Board secretary presented the Integrated development plan (IDEP) as one of the requirement of the municipal development guideline and also informed the members its minimum condition for KUSP II program.

The secretary explained where these funds will be generated from where and how and these were the breakdown as follows;

- i. Five hundred and three million will be from Kenya Urban Support program which is subject to qualify.
- ii. Five hundred million (500,000,000) will come from County Government of Garissa.
- iii. Five hundred Million (500,000,000) from other external donors.

After the budget breakdown was explained all the members approved unanimously the IDEP plan for Garissa Municipality.

**MIN 05/06/2024 PRESENTATION OF ORGANOGAM AND JOB DESCRIPTION BY MUNICIPAL HR OFFICER.**

The Ag. Board Chairman informed the members the importance of having organogram and job description for the municipal staff. The structure guides the institution to identify the role of every staff, their cadre so to work efficient and effective thereby improving service delivery. after much debate on organogram structure and job description the board members approved unanimously the organogram and job description of all staff of Garissa Municipality.

**MIN 06/06/2024 A.O.B.**

There was no any other business and the meeting was adjourned with a word of prayer from Fahim Bajwed.

Prepared by... *X. Shamed Hassan* sign... *[Signature]* stamp... *[Stamp]*

Confirmed by... *Aden Murr* sign... *[Signature]* stamp... *[Stamp]*

