



CULTURE INFORMATION AND PASTORALIST DEVELOPMENT

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OBBITU END OF YEAR STAFF MEETING HELD ON MONDAY 24/12/2018

MEMBERS PRESENT

1. Gufu Guyo
2. Abdub Halake
3. Gufu Duba
4. Qalicha Oba Sarite
5. Abdi Okotu
6. Arabo Godana
7. Qabale Guyo Guracha
8. Malich Boru
9. Fatuma hussein
10. Bonaya Jillo
11. Diid Tadicha
12. Rob Sora
13. Guyo Halake
14. Guyo Dub Jillo
15. Diqa Duba
16. Boru Diba
17. Alinoor Wario

AGENDA

1. Introduction
2. staff performance and appraisal
3. time management
4. Employment contract and code of conduct
5. End of year party for Obbitu children and staffs
6. discipline of Obbitu children

INTRODUCTION

The chairman Mr Gufu Guyo made his welcome remarks. He thanked members for good turn up and their punctuality for the meeting. He pointed out importance of staff meeting as part of evaluate our performance, to identify our strengths and weakness. Update each other and share information to improve on areas that needed to be strengthened and also make way forward. He asked members to actively participate in discussions.

Previous minute was read out and members confirmed the minutes as true deliberation of previous meeting

MATTERS ARISING FROM PREVIOUS MINUTE

1. Mr Gufu Guyo informed members that Chanasa Abduba was sick and taken to Kenyatta National Hospital. His health is better than before but he still has some problem and requires being referred back treatment. Members were told to understand and support him. Children should also be sensitized to understand and support him
2. Clock in and clock out time register for staff daily duty attendance .Some of the members did not sign in or out appropriately and needed support of those who can write well. Mzee Boru, Guyo Jillo Debu and Borte were told to improve on this.
3. Management team has also put measures to reduce Conflict of interest. Permission for off duty has not been there since the month of October

MINUTE: 1/12/2018 STAFF PERFORMANCE AND APPRAISALS

Members were told to evaluate themselves at personal level on their work performance. Management will discuss strengths and weakness of every member

1. Arabo Godana mother care giver for family house one for girls. She cares for girls and 4 girls who completed class 8 this year graduated were under her care. Relationship between her and bigger girls is poor. This could be lack of parenting skill and challenges of handling adolescence. Rudeness, being antagonistic and disrespect for adults has been common with big girls. Mrs Arabo informed members that some of the girls were not collaborative in helping small duties; they did not want their movement be restricted outside obbittu compound. They also encouraged their age mates to come on to obbittu compound the whole day and yet we do not understand these visitors. She also lamented that they were not taking in her directives. Her relationship with house help was good.
2. Qabale Guyo Guracha has been mother caregiver for family house 2 for boys. Her relationship with boys was also poor. She has also experienced behaviour problems with boys, especially Rob Wario. He is a naughty child and harasses smaller children. Her relationship with Malicha house help has been good.
3. Fatuma Hussein Guyo House help for family house 1 for girls. She can help in educating our young girls. She lamented on negative reactions by girls when counselled and advised
4. Malich Boru House help for family house 2 for boys. She has been useful in educating our girls.

The relationship between mothers has improved since previous meeting with them. This was encouraged good working environment

The Roles of watchmen was revisited. They were told to be responsible for security of obbittu children and property on obbittu village. Signing of daily work attendance register was emphasised. Generally all watchmen keep time and are in good relationship

1. Boru Diba .Good at keeping time .He is punctual in reporting for duty. He likes looking after animals and guarding of green house but fears to start main generator. He does not ask for permission
2. Guyo Dub Jillo is experience and long serving watchman. He normally leaves at 4.00 am and forgets to sign out attendance register. He has no problem with reporting time. He has also been making business with obbittu village by supplying us with camel milk for preparation of children tea. He had a motorcycle and more convenient person to provide clean and safe milk for our children. He has also been very useful in caring for our animals' health. He can spray and treat them.
3. Rob Sora was a good observer of children who updates management team on inappropriate behaviours. He has been punctual for his duty.
4. Diid Tadicha has been punctual in reporting for his duty. He has assisted Chanasa Abduba when he was hospitalised at KNH
5. Alinoor Wario keeps time and has been like looking after animals.
6. Diqa Duba punctual has been punctual in reporting for duty.
7. Qalich Oba Sarite had several duties. He has been day watchman and grounds man. He is skilled and support in maintenance of buildings and obbittu compound.

Green house workers Mr Guyo Halake and Mr Guyo Jillo Debu were warned against low performance. They were underperforming. Obbitu village should be getting food from farming unit or more of cultivated land be seen. They were also warned to fence and protect added bee keeping project. Currently there are 4 hives with bees. There were also 3 colonies in hollow trees trunk on obbittu compound. They were told to care for them since they are also our property. The need for training on bee keeping was noted.

The chairman Mr Gufu Guyo advised green house workers to have change in attitude, have commitment in their work and put in more effort to get more farm produce enough for our consumption and sale.

Abdi Okotu is a HBC field officer one of our pillars of our work. He keeps data base of HBC and obbittu children. There are 254 HBC children. He makes visits to HBC homes and evaluates children's general progress. He has been doing good job, knowledgeable, in his area of work, trained children and adults on computer. He assists when delegated duties are to him and also help in processing of KRA documents for obbittu workers. He has been sending monthly reports on time and keeps good relationship with other workers

Abdub Halake is the Obbitu village village and finance officer. He deputize the in absence of project coordinator. He is in charge of two family houses, purchase of children food and management of food store. He supervises routine activities and keeps project records. He is a teacher by profession and responsible for children behaviours. The chairman asked Mr Abdub to priorities his work by managing his time despite many roles because the interest of child is of utmost important.

The need for someone who will be directly in charge and supervise children affairs was noted.

Gufu Guyo is the project coordinator and oversees all project activities. He achieves project goal and objective through all members of staffs for success of the project. Any person who may not perform his duty well as expected, will fail him and consequently the project will not achieve its goal. He requested all members to cooperate and put in more effort next year 2019.

He requested members that we need to improve on greenhouse activities, management of children affairs and keeping of project records. He requested us all to use our brain and see our work be committed to it. if not be prepared for the consequences of non-performance of work as required of you. do not personalize and avoid conflict of interest.

MINUTE: 2/12/2018 TIME MANAGEMENT

Members were asked to record time properly in daily attendance register time in and time out. In future officers from labour officers will come to inspect our duty attendance register. This registers can also be inspected by our supervisors. It was agreed that Mr Gufu Guyo or Mr Abduba will be the last to sign in the morning to confirm those who come late.

MINUTE: 3/12/2018 EMPLOYMENT CONTRACT AND CODE OF CONDUCT FOR 2019

Members shared information on security issues in Moyale .It was felt that this will affect our project. There is fear of losing donors; our members were advised to face hard times because the future is not clear. Members prayed for project sustainability

All members were asked to signed employment contract agreement and child policy. Management team promised to update previous obbittu code of conduct, rules and regulations and other children regulation policy for workers to sign for 2019 to protect the children.

MINUTE: 4/12/2018 PARENTS DAY AND END OF YEAR PARTY

Obbittu children end of year party was scheduled for 27/12/2018. Members agreed to slaughter one of our female cow. The cow lost 2 of the heifers. The number of people expected to be to come were estimated to be 100. Our 20 children, 18 obbittu workers, 15 OVC management committee members and District children officer were invited. Budget estimates and items required during the party was agreed with the mothers as

1. sugar 3kg = 360/=
2. cooking oil 3 litre = 550/=
3. powder milk = 1500/=
4. potatoes 1 tin = 700/=
5. cabbages 1 piece = 150/=
6. Tomatoes 1 tin = 1,100/=
7. pilipili 1kg = 300/=
8. Onions red 1 kg = 130/=
9. onions white 1 kg = 300/=
10. Rice 25kg = 2,100/=

11. Soda 4 crates = 3,400/=
12. Water 3 crates = 1,200/=
13. sweets 2 packets = 600/=
14. Biscuit 1 box = 550/=

Total KSHS ___ 12,940

All Obbitu staffs were urged to actively participate to make the day a success, they were allocated duties and they readily agreed. The chairman thanked them for accepting task.

MINUTE: 5/12/2018 DISCIPLINE OF CHILDREN

All members agreed that our children are at delicate stage and especially the discipline of girls has deteriorated. Members were told to manage indiscipline cases as parents. Members were also told to avoid accident or bodily harm as it can happen when one is annoyed with children

The four mothers, Mr Abdub, Abdi and Gufu to work hard and come up with strategies make to bring improvement on children behaviours. Members were also asked to use proper body language and low tone when dealing with reprimand as children are very sensitive.

Members were also informed of management suggestion to release children to stay with relatives during school holidays for bonding, exposure and manage indiscipline. Procedures on how to go about holiday breaks will be drawn if it is approved by OVC management committee.

HANDLING OF GIRLS AFFAIRS

The mothers were asked to use their common sense to understand and manage negative reaction from girls. Adolescent children have their own problems. They behave differently because of new changes in their body physically and emotionally. Fatuma Hussein and Malich Boru were told to interact more with girls and educate our girls, advice, and guide and counsel them. The mothers have not been educated and do not understand our children and were encouraged to understand the girls more becoming angry with them

AO B

1. Members were told not to collect any wood from obbittu compound
2. Any worker found sleeping during working hours will be punished according to the rules of employment
3. Day watchmen to be vigilant on theft of properties of Obbitu children , we should know those visitors and what they are carrying even those visiting the children

Minutes recorded by: ----- Abdub Halake -----Sign -----Date -----

Confirmed by: ---- Gufu Guyo -----Sign ----*gufu*-----Date -31/12/2018-----