

**MINUTES OF THE HUMAN CAPITAL DEPARTMENTAL MEEETING HELD ON
11TH FEBRUARY 2025 AT DEPUTY DIRECTOR'S OFFICE FROM 10:00 AM TO
12:00PM.**

Present

1. Mr. Bernard Kiilu	Chairperson
2. Mr. George Kamau	Member
3. Mr. Kevin Chenenje	Member
4. Mr. Martin Mtsonga	Member
5. Mr. Thomas Mundui	Member
6. Mr. Teresia Kimani	Member
7. Ms. Cynthia Ronoh	Member
8. Ms. Elizabeth Wachuka	Member
9. Ms. Fridah Chelimo	Member
10. Ms. Milka Kamweru	Member
11. Ms. Elizabeth Nyakagwa	Member
12. Ms. Eddah Chemutai	Secretary

Agenda

1. Preliminaries
2. Opening remarks
3. Payroll
4. Benefits
5. Leave Management
6. Training & Development
7. Performance Management
8. Casuals/ Interns
9. Authentication of Certificates
10. A.O.B

MINUTE	AGENDA	ACTION
Min 1/02/2025	Preliminaries The meeting started with a word of prayer from Ms. Milka Kamweru. The members were welcomed to the meeting by the Chairperson.	Chairperson
Min 2/02/2025	Opening Remarks The Chair remarked on the significant improvement that the Human Capital Department has achieved and requested members to mention any duties that were pending.	Chairperson
Min 3/02/2025	Payroll Mr. George Kamau mentioned that having received a notice on the NSSF deductions there is need to comply with and that there was a communication gap on reporting of employees transfer from the relevant deputy directors. The Chair highlighted Ms.Teresia Kimani to follow up on the newly redesignated staff that their tittles appear in the payslips as recommended by HRAC and all officers to get new job description for filling.	Chairperson
Min 4/02/2025	Benefits It was noted that Group life benefits for two officers were still pending (Gerald & Robert) and even their premiums. The Group Life will be ending in the month of June, 2025 and Ms.Fridah Chelimo was tasked to follow up and organize a meeting with the Supply Manager.	Chairperson
Min 5/02/2025	Leave Management The Chairperson notified the members that any officer on sick leave must attach a Recommended sick sheet to the ERP system for approval. For study leave, bonding must be dully signed and course approvals be attached.	

Min 6/02/2025	Training and Development It was clearly shown that officers receive training approvals and the Human Capital Department doesn't receive any notification on the trainings approved. The training Impact Assessment forms are yet to be received. The Chair tasked Ms. Fridah Chelimo & Ms. Eddah Chemutai to call individuals on their training Impact Assessment forms for reporting records and the training calendar be updated to those from COPE. The Chair instructed that a letter be drafted requesting to engage a consultant on the skills gap analysis justifying on the element of Performance Contract to be implemented.	Chairperson
Min 7/02/2025	Performance Management Ms. Elizabeth Wachuka was tasked to adopt the criteria that has been in practice and award Commendation letter to all officers who met the mentioning. The Chair informed members that a memo to be issued during the performance appraisal which resemble the self-service and going forward TNA to be drawn from the Performance Appraisal system.	Chairperson
Min 8/02/2025	Casuals/Interns The Chair notify members that we shall be receiving interns from the PSC on the 10th March,2025 and the induction report shall cover HR manual, staff establishment and career guidelines.	Chairperson
Min 9/02/2025	Authentication of Certificates The Chair advise that a recommendation of the above exercise be carried out for long serving casuals and a report be submitted by Ms.Milka Kamweru & Ms. Cynthia Ronoh. Information to be provided by Ms. Teresia Kimani on all the certificates and budget to be included.	Chairperson

Min 10/02/2025	AOB It was agreed that; a) Mr. Martin Mtsonga to give the PC & workplan as still awaits evidence to be compiled by Ms.Elizabeth Wachuka the PC Champion. b) We give priority today and 12 th February, 2025 to the SOPs as Ms. Milka Kamweru spearhead the exercise. c) Appraisal and clearance forms for casuals be updated by Ms. Teresia Kimani.	Chairperson
-----------------------	---	-------------

There being no other business the meeting adjourned at 12:00 PM by a word of prayer by Ms. Cynthia Ronoh

Approved for circulation

Chairperson.....Date.11/02/2025.....

Confirmed during the next meeting

Chairperson.....Date

Secretary Date

**MINUTES OF THE HUMAN CAPITAL DEPARTMENTAL MEETING HELD ON
16TH OCTOBER 2024 AT DEPUTY DIRECTOR'S OFFICE FROM 2:30 PM TO
4.00PM.**

Present

- | | |
|--------------------------|-------------|
| 1. Mr. Bernard Kilu | Chairperson |
| 2. Mr. George Kamau | Member |
| 3. Mr. Kevin Chenenje | Member |
| 4. Mr. Martin Mtsonga | Member |
| 5. Mr. Teresia Kimani | Member |
| 6. Ms. Cynthia Ronoh | Member |
| 7. Ms. Elizabeth Wachuka | Member |
| 8. Ms. Eddah Chemutai | Secretary |

Absent with Apology

- | | |
|---------------------------|--------|
| 1. Ms. Fridah Chelimo | Member |
| 2. Ms. Milka Kamweru | Member |
| 3. Ms. Elizabeth Nyakagwa | Member |

Absent without Apology

- | | |
|----------------------|--------|
| 1. Mr. Thomas Mundui | Member |
|----------------------|--------|

Agenda

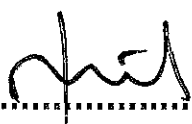
1. Preliminaries
2. Welcoming of new staff
3. Performance
4. Code of conduct
5. Schedule of duties
6. A.O.B

MINUTE	AGENDA	ACTION
Min 1/10/2024	Preliminaries The meeting started with a word of prayer from Ms. Cynthia Ronoh. The members were welcomed to the meeting by the Chairperson	Chairperson
Min 2/10/2024	Welcoming of new staff The Chair introduced the new staff to members as Elizabeth Wachuka who is joining the human capital department after succeed transfer from JKIA.	Chairperson
Min 3/10/2024	Performance The Chairperson appraised all the human capital officers for their dedication and commitment to work. It was emphasized that KEPHIS culture, turnaround strategy, to be maintained to ensure time quality work.	Chairperson
Min 4/10/2024	Code of Conduct The Chairperson notify the members that code of conduct is a regulation to be adhered to at the workplace and absenteeism without notice is prohibited. Regular absenteeism at work results to poor productivity. It was noted that Mr. Thomas Mundui has been regularly absent and his code of conduct is wanting. George Kamau was tasked to do a follow up on his absenteeism. Martin Mtsonga to draft a memo noticing all staff on issues governing ADA and pecuniary harassment policies. Members agreed that all staff need to be sensitized on Code of conduct.	Chairperson
Min 5/10/2024	Schedule of Duties The Chairperson notified the members that there were proposals on; • Terms of service for casuals-to be reviewed to one year on temporary terms	

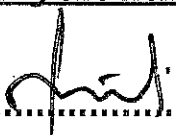
	• Benevolent fund • Emoluments scheme-to be presented to HRAC and Board that staff be entitled to a thirteen salary during Christmas seasons. The Chairperson issued job descriptions to members and encouraged that any member can consultant for adjustments. It was noted that the Job Descriptions can be changed from time to time.	
Min 6/10/2024	AOB It was agreed that; target setting to commence after an amendment of the job descriptions and Cynthia Ronoh to do a follow up. Elizabeth Wachuka to ensure all staff have their targets set with their supervisors by 30th August every year, Teresia Kimani was tasked to prepare HR-Quarter reports, retirement calendar and end of year (June 2025) Education date. George Kamau was tasked to prepare a list of all policies (induction, diversity, performance management, casuals etc) to be drafted and adopted; To be a team lead in transiting all staff from NHIF to SHIF assisted by Elizabeth Wachuka and all administration officers. Kevin Chenenje was tasked to write a memo requesting ACL to be redesigned to an archive level. All new staff Leave days to be updated by Eddah Chemutai. The Chairperson informed the members that there will be an ERP meeting tomorrow and every member is tasked to single handle all the aspects as in the Job Description.	Chairperson

There being no other business the meeting adjourned at 4:00 PM.

Approved for circulation

Chairperson..........Date 16/10/2024.....

Confirmed during the next meeting

Chairperson..........Date 11/02/2025.....

Secretary..........Date 11/02/2025.....

**MINUTES OF THE HUMAN CAPITAL DEPARTMENTAL MEETING HELD ON
18TH SEPTEMBER 2024 AT DEPUTY DIRECTOR'S OFFICE FROM 2:00 PM TO
3.30PM.**

Present

1.	Mr. Bernard Kiilu	Chairperson
2.	Mr. George Kamau	Member
3.	Ms. Milka Kamweru	Member
4.	Mr. Kevin Chenenje	Member
5.	Mr. Thomas Mundui	Member
6.	Mr. Martin Mtsonga	Member
7.	Ms. Cynthia Ronoh	Member
8.	Ms. Elizabeth Nyakagwa	Member
9.	Ms. Eddah Chemutai	Secretary

Absent with Apology

1.	Ms. Fridah Chelimo	Member
2.	Ms. Teresia Kimani	Member

Agenda

1. Preliminaries
2. Quarterly Reports Review for 2024-2025 FY
3. A.O.B

MINUTE	AGENDA	ACTION
Min 1/09/2024	Preliminaries The meeting started with a word of prayer from Mr. George Kamau. The members were welcomed to the meeting by the Chairman	Chairperson
Min 2/01/09/2024	Quarterly Reports Review for 2024-2025 FY The Chair informed members that as per the annual work plan there are mandatory reports generated for considerations by the management and the Board of Directors. He noted that the reports are requirement before onward submission to the relevant Ministries, Departs of Government Agencies (MDAs). To this end therefore Human Capital was required to Compile Quarterly reports for the period 1 st July to 30 th September 2024 (Q1). The reports were to be submitted by C.O.B Friday, 27 th September2024.	Chairperson
Min 2/02/09/2024	Quarterly Reports Review for 2024-2025 FY The Chairperson informed the Human Capital staff on the mandatory reports and assigned members as follows; George Kamau Q1- Productivity mainstreaming report to NPCC Q1-Gender Mainstreaming (State Department for Gender) Q1-Enterprise Risk Management assisted by Kevin Chenenje Fridah Chelimo/Bridgite Mueni/Joshua Maluli Q1-Disability Mainstreaming (NCPWD) Milka Kamweru Q1-Corruption Prevention to EACC Fridah Chelimo/Kevin Chenenje/Eddah Chemutai	Chairperson

	-Training Projections 2024-2025 Teresia Kimani Q1-PC report in recommended format Q1-Documentary evidence of PC achievements 2023/2024 -Casual issues assisted by George Kamau Martin Mtsonga -Overtime Allowance/Shift Case scenario Cynthia Ronoh/Elizabeth Nyakagwa -Staff Retirement projections in (6 months,1 year, 3 years) Thomas Mundui -Summary of the last 3 years for staff performance appraisals	
Min 3/09/2024	AOB It was agreed that George Kamau will be assisted by Martin Mtsonga and that Milka Waweru will be assisted by Eddah Chemutai. Kevin Chenenje was tasked to make a follow up on house allowance circular with Ref: (SRC/TS/24/VOL II (205)) dated 23rd October, 2023. George Kamau was tasked to prepare a Bonus to staff proposal to be based on basic salary (organizational performance) and not individual-based performance. The chair informed members that the review of HR instruments will be done in February,2025. The Chairperson informed the members that a new staff member will be joining in October 2024 and that HR duties will be reassigned. In addition, the DD-HC will share a template to be prepared as the documented HC monthly report.	Chairperson

There being no other business the meeting adjourned at 3:30 PM.

Approved for circulation

Chairperson..........Date 18/9/2024.....

Confirmed during the next meeting

Chairperson..........Date 16/10/2024.....

Secretary..........Date 16/10/2024.....

**MINUTES OF THE HUMAN CAPITAL DEPARTMENTAL MEETING HELD ON
9TH AUGUST 2024 AT KEPHIS HEADQUARTERS LOUNGE FROM 9:00 AM TO
11.00 AM.**

Present

1. Ms. Milka Kamweru	Chairperson
2. Mr. Bernard Kiilu	Vice Chairperson
3. Mr. George Kamau	Member
4. Mr. Kevin Chenenje	Member
5. Ms. Teresia Kimani	Member
6. Mr. Thomas Mundui	Member
7. Mr. Martin Mtsonga	Member
8. Ms. Cynthia Ronoh	Member
9. Ms. Elizabeth Nyakagwa	Member
10. Ms. Eddah Chemutai	Secretary

Absent with Apology

1. Ms. Fridah Chelimo	Member
-----------------------	--------

Agenda

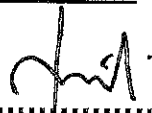
1. Introduction
2. Welcoming of New Staff
3. Development and Review of Job Description
4. Work Plan 2024-2025
5. ERP System
6. Preparation for the ERP Meeting scheduled on 14/08/2024
7. A.O.B

MINUTE	AGENDA	ACTION
Min 1/09/2024	Introduction The meeting started with a word of prayer from Milka Kamweru. The members were welcomed to the meeting and introduced to the New Deputy Director, Human Capital.	Chairperson
Min 2/09/2024	Welcoming of New Staffs The Chairperson welcomed the new staff to the Human Capital Section as follows; Benard Kiilu-Deputy Director Human Capital Martin Mtsonga-Human Capital Officer Eddah Chemutai-Human Capital Officer Cynthia Ronoh- Ass. Records Management Officer	Chairperson
Min 3/09/2024	Development and Review of Job Description The Chair informed members to follow up on the development and review of job description for all the staff in the registry Section.	Vice Chairperson
Min 4/09/2024	Work Plan 2024-2025 Mr. Wafula informed that he had piloted the documentation process. It was agreed that trainings, set of targets to be submitted as the deadline was approaching.	Vice Chairperson

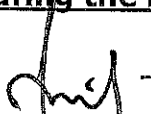
Min 5/09/2024	ERP System It was agreed that the ERP System training will be conducted on Wednesday 14 th August, 2024. The Chair informed that Mr.George Kamau, Mr.Kelvin Wafula and Ms.Teresia Kimani will sphere the roll out of the ERP system.	Vice Chairperson
Min 6/09/2024	AOB The members raised concerns on training and representation of section challenges in the HRAC, which the Chair noted and promised to follow up.	Vice Chairperson

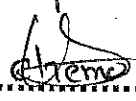
There being no other business the meeting adjourned at 11.00 AM.

Approved for circulation

Chairperson..........Date ...9/8/2024.....

Confirmed during the next meeting

Chairperson..........Date 18/9/2024.....

Secretary..... Date 18/9/2024.....

