

OFFICE OF THE COORDINATOR

Grand Bassa County Service Center

Roberts Street, Buchanan
Grand Bassa County

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To: Hon. Etweda A. Cooper
Superintendent
Grand Bassa County

From: Sagacious Meshach Gardoe
Coordinator
Grand Bassa County Service Center

Subject: **Quarterly Report (July-September 2015)**

Date: October 12, 2015

Introduction

During the Period under review (July-September 2015), in spite of the enormous internal challenges, the Grand Bassa County Service Center proficiently delivered services to the people of Grand Bassa County and others at the newly established County Service Center. This Quarter Report covers the number of services delivered at the County Service Center by the various Ministries, Agencies, and Commissions (MACs) and revenue generated. It also describes the challenges faced by the Center and presents recommendations for improving the quality and efficiency of services provided at the Center as well as salaries and benefits of Employees and Support Staff of the County Service Center.

QUARTERLY STATISTICS

NO	MINISTRY	SERVICES /DOCUMENTS ISSUED	QUANTITY
1	Ministry of Labour	ECOWAS Biometric ID Card	-
2	Ministry Of Health	Birth Registration	392
3	Ministry Of Commerce	Business Registration	106
4	Ministry Of Internal Affairs	Traditional Marriage	100
5	Center For National Documents & Records	<ul style="list-style-type: none"> ✓ Western Marriage Certificates ✓ Deeds Registration ✓ Letter Of Administration ✓ Agreements ✓ Other legal Documents 	<p>13</p> <p>28</p> <p>15</p> <p>5</p> <p>6</p>
6	Ministry Of Gender	Referral/Psychosocial Interventions	165
7	LISGIS	Data Collection	931
8	Ministry Of Public Works	Contractors' Licenses/Permits	1
9	Ministry Of Education	Registration Of New Schools	-

Revenue Generated

No	Ministry	Quantity of Transaction	Unit Price	Total LD	Total USD
1	Ministry of Internal Affairs	100	\$ 4,300.00	\$430,000.00	\$ 5000.00
2	Ministry of Commerce:				
	✓ Liberian Owned Sole-Proprietorship	66	\$ 2,000.00	\$ 132,000.00	\$ 1,534.88
	✓ Petty Trade: Category C	33	\$ 2,400.00	\$ 79,200.00	\$ 920.92
	✓ Petty Trade: Category B	6	\$ 1,200.00	\$ 7,200.00	\$ 83.72
	✓ Foreign Owned Sole-Proprietorship	1	\$ 60,200.00	\$ 60,200.00	\$ 700.00
SUB TOTAL		106	-	\$ 278,600.00	\$ 3,239.52
3	Center for National Documents & Records:				
	✓ Western Marriage Certificates	13	\$ 6,450.00	\$ 83,850.00	\$ 975.00
	✓ Deeds Registration	28	\$ 1,305.00	\$ 36,540.00	\$ 424.88
	✓ Letter of Administration	15	\$ 2,580.00	\$ 38,700.00	\$ 450.00
	✓ Agreement	5	\$ 2,580.00	\$ 12,900.00	\$ 150.00
	✓ Other Legal Documents	6	\$ 2,580.00	\$ 15,480.00	\$ 180.00
SUB TOTAL		67	-	\$ 187,470.00	\$ 2,179.88
4	Ministry of Labour			-	
5	Ministry of Gender			-	
6	Ministry of Education			-	
7	Ministry of Public Works	1	\$ 30,800.00	\$ 30,800.00	\$ 350.00
8	Ministry of Health			-	
9	LISGIS			-	
GRAND TOTAL				\$ 926,870.00	\$ 10,769.4

CSC STAFF & BENEFITS

No	Name	MAC	Position	Monthly Salary	Annual salary	Monthly Allowance	Annual Allow...	Benefits	
								Fuel	Scratch Card
1	Wilmot Williams	MPW	Resident Engineer	\$ 12,300.00	\$ 147,600.00	NA	NA	NA	NA
2	Oscar Youngbei	MPW	WASH Coordinator	\$ 11,600.00	\$ 139,200.00	NA	NA	NA	NA
3	Ernest B. Hinoe	MPW	Pump Technician	\$ 8,700.00	\$ 104,400.00	NA	NA	NA	NA
4	Gabriel Sesay	MOH	Data officer	NA	NA	NA	NA	NA	NA
5	Peter J. Mingle	MOH	Birth Registrar	\$ 9,500.00	\$ 114,000.00	\$ 24.00	\$ 288.00	NA	NA
6	David Duoko	MOH	County Registrar	\$ 16,200.00	\$ 194,400.00	\$ 80	\$ 960.00	NA	NA
7	Bob Y. Zehyoue	MIA	Supervisor	NA	NA	NA	NA	NA	NA
8	Kpolloh Smith	MIA	Clerk	\$ 10,895.00	\$ 130,740.00	NA	NA	NA	NA
9	Paulina M. Jallah	MIA	Registrar	\$ 9,130.00	\$ 109,560.00	NA	NA	NA	NA
10	Jerrlyn M.Y. Hill	MGCSP	SW Supervisor	\$ 18,660.00	\$ 223,920.00	NA	NA	NA	NA
11	Moses G. Bedell	MGCSP	Social Worker	\$ 19,000.00	\$ 228,000.00	NA	NA	NA	NA
12	Alicia W. James	MGCSP	Social Worker	NA	NA	NA	NA	NA	NA
13	E. Sansee Wokpeh	MOCI	Senior Inspector	\$ 10,700.00	\$ 128,400.00	\$ 365.00	\$ 4,380.00	NA	NA
14	Aaron D. Willie	MOCI	Inspector	\$ 13,235.00	\$ 158,820.00	\$ 104.00	\$ 1,248.00	NA	NA
15	Henry N. Doukoyah	MOCI	Asst. Inspector	NA	NA	NA	NA	NA	NA
16	John Logan	MOCI	Data Officer	NA	NA	NA	NA	NA	NA
17	James Isaac Duah	LISGIS	Director	\$ 10,000.00	\$ 120,000.00	\$ 790.00	\$ 9,480.00	NA	NA
18	DehdehZeze	LISGIS	Data Manager	\$ 10,080.00	\$ 120,960.00	\$ 89.00	\$ 1,068.00	NA	NA
19	Arnold Joshua	LISGIS	Monitor	\$ 7,650.00	\$ 91,848.00	NA	NA	NA	NA
20	Frances J. Macauley	C.N.D.R.A	Registrar of Deeds	\$ 10,727.00	\$ 128,724.00	\$ 98.47	\$ 1,181.64	NA	NA
21	Prince Reffell	C.N.D.R.A	Office Assistant	NA	NA	NA	NA	NA	NA

22	Augustine Gbosah	MOL	Commissioner	\$ 12,000.00	\$ 144,000.00	\$ 360.00	\$ 4,320.00	60	3
23	Charles B. Garwolo	MOL	Senior Inspector	\$ 9,000.00	\$ 108,000.00	\$ 250.00	\$ 3,000.00	NA	NA
24	Dempster Maithes	MOL	Recording Clerk	NA	NA	NA	NA	NA	NA
25	Steven Davis	MOE	Registrar	NA	NA	NA	NA	NA	NA
26	Marcus Wyamah	MOE	Supervisor	NA	NA	NA	NA	NA	NA
27	John Smith	MOE	Filing Clerk	NA	NA	NA	NA	NA	NA
CSC SUPPORT STAFF PROJECTED ALLOWANCE (NOT AVAILIABLE)									
28	Sagacious Gardoe	CSC	Coordinator	NA	NA	\$ 750.00	\$ 9,000.00	NA	NA
29	Prince T. Mcgee	CSC	IT	NA	NA	\$ 300.00	\$ 3,600.00	NA	NA
30	Rufus P. Giahyou	CSC	IT	NA	NA	\$ 300.00	\$ 3,600.00	NA	NA
31	Trokon A. Somah	CSC	Office Assistant	NA	NA	\$ 200.00	\$ 2,400.00	NA	NA
32	Tannah B Barnard	CSC	Janitor	NA	NA	\$ 75.00	\$ 900.00	NA	NA
33	George W. Sayou	CSC	Janitor	NA	NA	\$ 75.00	\$ 900.00	NA	NA
34	Samuel Logan	CSC	Janitor	NA	NA	\$ 75.00	\$ 900.00	NA	NA

DEFINATION:

1. MPW: Ministry of Public Works
2. MOH: Ministry of Health
3. MIA: Ministry of Internal Affairs
4. MGCSP: Ministry of Gender, Children & Social Protection
5. MOCI: Ministry of Commerce and Industry
6. C.N.D.R.A: Center for National Documents and Records/Archive
7. MOL: Ministry of Labour
8. MOE: Ministry of Education
9. LISGIS: Liberia Institute for Statistics and GEO Information Service
10. CSC: County Service Center
11. NA: Not available

Services needed to improve Image of the County Service Center

- All Transport related Services (Ministry of Transport)
- Business Registration (Ministry of Commerce)
- Import & Export Declaration (Ministry of Commerce)
- ECOWAS Biometric Identification Cards (Ministry of Labour)
- All MFDP/LRA related Services (Ministry of Finance & Development Planning)
- Adult Birth Certificates (Ministry of Health)
- Issuance of Flag Receipt (Liberia Revenue Authority)

C. S. C. ADMINISTRATIVE CHALLENGES

- a. Utility Vehicle:
 - To facilitate staff movement from County to Central to move documents
 - To facilitate the day to day logistics operational needs of the Center
 - To support LDSP at the County level.
- b. Operational funds:
 - To facilitate maintenance and logistics at the County Service Center. Maintenance and logistics include, but are not limited to, the replacement of computer cartridges, ink, internal transportation, the purchase of toiletries, etc.
- c. Salary & Benefits:
 - For the period under review, Support Staff of the County Service Center have not received a cent in the tone of salary as well as benefits. Support Staff include: three Janitors, two Control Room Technicians, an Office Assistant and of the overall, the Coordinator of the County Service Center.

MACs CHALLENGES

- Signing of LBR business registration forms:-----Ministry of Commerce
- Computers: Desktop------(C.N.D.R.A. ,Gender & Education Ministries)
- Laptop:----- Office of the Coordinator
- ECOWAS Biometric ID Cards Tax Code/Account:----- Ministry of Labour
- Billing Form, Laser Jet CE314A Cartridge, Stamp, Legal Paper etc.----- Ministry of Internal Affairs

SUMMARY

For the Period under review, the Ministry of Health registered three hundred and ninety two children below twelfth. Two hundred and twelve of the total above, are males and one hundred and eighty are females.

The Ministry of Commerce through the Liberia Business Registry registered the total of one hundred and sixty businesses. Sixty six of the sum above are Liberian Owned Sole Proprietorship, thirty three are Petty Trade Category “C”, and six are Petty Trade Category “B” and one Foreign Owned Sole Proprietorship.

The Center for National Documents and Records or Archives processed the total registration of sixty seven Legal Instruments from July to September 2015. Of the above figure, thirteen are Western Marriage Certificates, twenty eight Land Deeds, fifteen Letters of Administration, five Lease Agreements and six other Legal Instruments were registered.

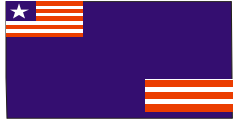
The Ministry of Public Works issued a Contractor License to a Liberian Owned Contractor Company based in Buchanan, Grand Bassa County. The Ministry also through its WASH Program conducted trainings in areas of Pump technician and Well rehabilitation.

For the Period under discussion (July –September 2015), the Grand Bassa County Service Center generated the total revenue of nine hundred and twenty six thousand, eight hundred and seventy Liberian Dollars, an equivalent of ten thousand, seven hundred and sixty nine dollars four cents United States.

Recommendation

- Awareness of the County Service Center be done in the Districts of Grand Bassa County in enabling Bassonians and residents of Grand Bassa County understand the objectives of the County Service Center. We recommend more community radio discussions and some cost effective approach to creating awareness and publicity for the Center, such as, posters in key transit areas, like check points where passengers disembark to move to the other side, public buildings in the districts, video clubs poster-board bank buildings, school buildings, Atayi centers, stadiums, restaurants, hotels, hospitals & clinics etc.
- Challenges faced by the MACs as mentioned be addressed in the soonest possible time, because it has the propensity to undermine the delivery of services at the County Service Center.
- Operational funds be disbursed to facilitate maintenance and logistics of the County Service Center. Maintenance and logistics include, but are not limited to, the replacement of computer cartridges, ink, internal transportation, the purchase of toiletries, etc.
- A utility vehicle be sent to the Grand Bassa County Service Center to facilitate staff movement from County to Central to move documents as well as to aid the day to day logistics operational needs of the Center.
- The Ministry of Transport be engaged convincingly to deconcentrate its Services. When done, value will be added as an ever increasing number of persons are visiting the Center daily to make inquiries about the different services offered by the Ministry of Transport.
- Salaries and benefits of CSC Support Staff be looked at promptly, because service without pay has the propensity to undermine effectiveness and efficiency.

Cc: Liberia Decentralization Support Program (LDSP)



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To: Hon. Etweda A. Cooper
Superintendent
Grand Bassa County

From: Sagacious Meshach Gardoe
Coordinator
Grand Bassa County Service Center

Subject: Report for the Month end of September 30, 2015

Date: October 12, 2015

Introduction

During the period under review, in spite of the challenges, the Grand Bassa County Service Center ably delivered services to the people of Grand Bassa County and others at the newly established County Service Center. This report covers the number of services delivered at the Center by the various Ministries, Agencies, and Commissions and revenue generated. It also described the challenges faced by the Center and presents recommendation for improving the quality and efficiency of services provided at the Center.

STATISTICS FOR THE MONTH OF SEPTEMBER

NO	MINISTRY	SERVICES /DOCUMENTS ISSUED	QUANTITY
1	Ministry of Labour	ECOWAS Biometric ID Card	-
2	Ministry Of Health	Birth Registration	93
3	Ministry Of Commerce	Business Registration	28
4	Ministry Of Internal Affairs	Traditional Marriage	38
5	Center For National Documents & Records “ “	<ul style="list-style-type: none"> ✓ Western Marriage Certificates ✓ Deeds Registration ✓ Letter Of Administration ✓ Agreements ✓ Other legal Documents 	- 9 6 3 5
6	Ministry Of Gender	Referral/Psychosocial Interventions	75
7	LISGIS	Data Collection	258
8	Ministry Of Public Works	Contractors’ Licenses/Permits	1
9	Ministry Of Education	Registration Of New Schools	-

Revenue Generated

No	Ministry	Quantity of Transaction	Unit Price	Total LD	Total USD
1	Ministry of Internal Affairs	38	\$ 4,300.00	\$ 163,400.00	\$ 1,900.00
2	Ministry of Commerce:				
	✓ Liberian Owned Sole-Proprietorship	13	\$ 2,000.00	\$ 26,000.00	\$ 302.32
	✓ Petty Trade: Category C	12	\$ 2,400.00	\$ 28,800.00	\$ 334.88
	✓ Petty Trade: Category B	3	\$ 1,200.00	\$ 3,600.00	\$ 41.86
	SUB TOTAL	28		\$ 58,400.00	\$ 679.00
3	Center for National Documents & Records:				
	✓ Western Marriage Certificates	-	-	-	-
	✓ Deeds Registration	9	\$ 1,305.00	\$ 11,745.00	\$ 136.56
	✓ Letter of Administration	6	\$ 2,580.00	\$ 15,480.00	\$ 180.00
	✓ Agreement	3	\$ 2,580.00	\$ 7,740.00	\$ 90.00
	✓ Other Legal Documents	5	\$ 2,580.00	\$ 12,900.00	\$ 150.00
	SUB TOTAL	23		\$ 47,865.00	\$ 556.56
4	Ministry of Labour			-	-
5	Ministry of Gender			-	-
6	Ministry of Education			-	-
7	Ministry of Public Works	1	\$ 30,800.00	\$ 30,800.00	\$ 350.00
8	Ministry of Health			-	-
9	LISGIS			-	-
GRAND TOTAL				\$ 300,465.00	\$ 3,485.56

Services needed to improve Image of the County Service Center

- All Transport related Services (Ministry of Transport)
- Business Registration (Ministry of Commerce)
- Import & Export Declaration (Ministry of Commerce)
- ECOWAS Biometric Identification Cards (Ministry of Labour)
- All MFDP/LRA related Services (Ministry of Finance & Development Planning)
- Adult Birth Certificates (Ministry of Health)
- Issuance of Flag Receipt (Liberia Revenue Authority)

C. S. C. ADMINISTRATIVE CHALLENGES

- a. Utility Vehicle:
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MACs CHALLENGES

- Printer 5200 DN/LASERJET 1505----- (Ministry of Health)

- Signing of LBR business registration forms
 - Access Pass to the Port of Buchanan
- } Ministry of Commerce
- Computers: Desktop & Laptop------(C.N.D.R.A. ,Gender & Education Ministries)

SUMMARY

For the Month of September, the Ministry of Health registered Ninety three children below twelfth. Forty eight of the total are males and forty five are females.

The Ministry of Commerce through the Liberia Business Registry registered the total of twenty eight businesses. Thirteen are Liberian owned Sole-Proprietorship, twelve Petty Trade Category “C” and three Petty Trade Category “B”.

The Center for National Documents and Records or Archives processed the total registration of twenty three Legal Instruments in the Month of September 2015. Of the above figure, nine are Land Deeds, six Letters of Administration three Lease Agreements and five other Legal Instruments were registered.

The Ministry of Public Works issued a Contractor License to a Liberian Owned Contractor Company based in Buchanan, Grand Bassa County. The Ministry also through its WASH Program conducted trainings in areas of Pump technician and Well rehabilitation.

For the Month of September 2015, the Grand Bassa County Service Center generated the total revenue of three hundred thousand, four hundred and sixty five Liberian Dollars, an equivalent of three thousand, four hundred and eighty five dollars, fifty six cents.

Recommendation

- Awareness of the County Service Center be done in the Districts of Grand Bassa County in enabling Bassonians and residents of Grand Bassa County understand the objectives of the County Service Center. We recommend more community radio discussions and some cost effective approach to creating awareness and publicity for the Center, such as, posters in key transit areas, like check points where passengers disembark to move to the other side, public buildings in the districts, video clubs poster-board bank buildings, school buildings, Atayi centers, stadiums, restaurants, hotels, hospitals & clinics etc.
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