

APPROVED

April 1, 2003

Michigan State
Administrative Board

Lansing, Michigan

March 18, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, March 18, 2003, at 11:00 a.m.

Present: Kelly G. Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Wayne Roe, Jr., Administrator, Contract Services Bureau, representing Gloria J. Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Steven Liedel, Governor's Office; James Burris, Jim Konrad, Janet Rouse, Department of Management and Budget; Pam Lavender, Department of Transportation; Robert Kennedy, Kheder & Associates; Jerry Crandall, MIRS

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

The members were not sure the final draft of the minutes of the March 4, 2003 meeting had been distributed, so the vote on the minutes was postponed until the next meeting.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Mr. Keenan accepted the correspondence from Jacqueline M. Johnson, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending December 31, 2002 and a report of investment transactions for the quarter ending December 31, 2002, in accordance with a resolution adopted by the State Administrative Board.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Retention and Disposal Schedule (s):

Department of Civil Service, Office of Technical Complaints,
2/4/2003

Department of Community Health, Office of Publications and Media,
1/6/2003

Department of Consumer & Industry Services,
Asbestos Program Division 1/31/03
Safety Standards Division, 1/31/2003

Department of History, Arts, and Libraries, Publications Division
1/3/2003

Mr. Pavona moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Ms. Wolenberg and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held March 11, 2003. After presentation and review of the forgoing Committee Report there was no discussion. Ms. Leffler moved that the regular Finance and Claims Committee Report of March 11, 2003 be approved and adopted. The motion was supported by Ms. Rossi and unanimously approved.

Ms. MacDowell presented the Building Committee Report covering the regular meeting held March 12, 2003. After presentation and review of the forgoing Committee Report there was no discussion. Ms. Wolenberg moved that the regular Building Committee Report of March 12, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of March 12, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held March 12, 2003 be approved and adopted. Supported by Ms. Leffler, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. Wolenberg moved the meeting be adjourned. The motion was supported by Ms. Leffler and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON