

APPROVED

February 6, 2007

Michigan State
Administrative Board

Lansing, Michigan

January 16, 2007

A regular meeting of the State Administrative Board was held in the Lake Superior Room, 1st Floor, Michigan Library and Historical Center, on Tuesday, January 16, 2007, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristie Profit, Policy Advisor, representing John Cherry, Lt. Governor
Susan I Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Robert J. Kleine, State Treasurer
Joe Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Michael P. Flanagan, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Kirk T. Steudle, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Jonathan Henker, Department of Agriculture; Rhonda Oyer-Zimmerman, Department of Environmental Quality; Diana Quintero, Department of Information Technology; Elise Lancaster, Janet Rouse, Michael VanSetters, Department of Management and Budget; Pam Lavender, Department of Transportation

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:

Mr. Pavona moved to approve the minutes of the regular meeting held on December 19, 2006. The motion was supported by Ms. Wolenberg and unanimously adopted.

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

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedules:

DEPARTMENT OF COMMUNITY HEALTH, Crime Victim Services Commission,
1/16/2007

DEPARTMENT OF TRANSPORTATION, Bureau of Aeronautics, 1/16/2007

Mr. Hank moved that the Retention and Disposal Schedules be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of January 9, 2007. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held January 9, 2007, with Item 14(1) of the regular agenda withdrawn by the Department of Management and Budget at the State Administrative Board on January 16, 2007, be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

Ms. MacDowell presented the Building Committee Report for the regular meeting of January 10, 2007. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held January 10, 2007, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of January 10, 2007. 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 January 10, 2007, be approved and adopted with Item 25 of the regular agenda withdrawn by the Department of Transportation at the State Administrative Board meeting on January 16, 2007. The motion was supported by Ms. Wolenberg and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

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

SECRETARY

CHAIRPERSON