

APPROVED

March 15, 2005

Michigan State Administrative Board

Lansing, Michigan

March 1, 2005

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, March 1, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristi Profit, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, 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
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Absent: Jeremy Hughes, Acting Superintendent of Public Instruction

Others Present:

Sean Carlson, Diana Hayter, Department of Management and Budget; Jean Ingersoll, Randy Knapp, 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 State Administrative Board for the regular meeting of February 15, 2005. The motion was supported by Ms. MacDowell 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 Schedule(s):

BERRIEN COUNTY, Drain Commission, 11/04/2004

CITY OF KALAMAZOO

City Clerk, 10/07/2004

Parks & Recreation/Recreation, 10/07/2004

Parks & Recreation/Parks, 10/07/2004

Public Services/Field Operations, 10/07/2004

HURON COUNTY, Health Department, 11/17/2004

MONTMORENCY COUNTY, Prosecuting Attorney, 12/06/2004

TUSCOLA COUNTY, Health Department, 11/19/2004

WASHTENAW COUNTY, Environmental Health, 10/13/2004 (addendum to
Schedule of 08/06/2004)

FAMILY INDEPENDENCE AGENCY/DEPARTMENT OF HUMAN
SERVICES, Office of Child Support, 10/25/2004

MICHIGAN SUPREME COURT, Judicial Tenure Commission, 11/04/2004

Mr. Hank moved the retention and disposal schedules be approved. The motion was supported by Mr. Pavona and unanimously approved.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of February 22, 2005, and the special meeting of March 1, 2005. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held February 22, 2005, and the special meeting held March 1, 2005, be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of February 23, 2005. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held February 23, 2005, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of February 23, 2005. 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 February 23, 2005 be approved and adopted with correction to the report withdrawing Item 219 instead of 217 and with the withdrawal of Item 174 at the State Administrative Board meeting of March 1, 2005. The motion was supported by Mr. Isom and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

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

SECRETARY

CHAIRPERSON