

APPROVED

February 3, 2004

Michigan State
Administrative Board

Lansing, Michigan

January 20, 2004

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, January 20, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Wayne Roe, Jr., Administrator, Contract Services, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Absent: Thomas D. Watkins, Superintendent of Public Instruction

Others Present:

Wes VanMalsen, Department of Career Development; Sergio Paneque, Executive Office; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Randy Knapp, Pam Lavender, Department of Transportation; Chris Harkins, Senate Majority Policy Office; Ken Fasse, Jim Gerback, Binson's Hospital Supplies, Inc.; Len Wolfe, Kristine Tuma, Dykema Gossett; Fawzi Shaya, Chris Shugh, Lucille Taylor, J & B Medical; 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:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of December 16, 2003 and the special meeting of December 23, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

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

None

4. COMMUNICATIONS:

A copy of the protest by Binson's Hospital Supplies, Inc. of the award to J & B Medical for the diaper and incontinent supplies contract was distributed to the members of the Board at today's meeting.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

WYANDOTTE POLICE DEPARTMENT, Record Bureau, 12/10/2003

Retention and Disposal Schedule(s)

DEPARTMENT OF ATTORNEY GENERAL, Fiscal Management, 11/24/2003

DEPARTMENT OF CONSUMER & INDUSTRY SERVICES, MSHDA, Finance Division, 1/7/2004

DEPARTMENT OF EDUCATION, Office Of Human Resources Division, 12/1/2003

DEPARTMENT OF INFORMATION TECHNOLOGY, Michigan Center for Geographic Information, 11/18/2003

DEPARTMENT OF MILITARY AFFAIRS

Army National Guard, Personnel Division, 8/27/2002

Grand Rapids Home for Veterans, Medical Services, 6/16/2003

Michigan Air National Guard Headquarters, 9/4/2002

Michigan Veterans Trust Fund, 6/10/2003

Office of Financial Services, 11/4/2002

Office of State Human Resource Management, 12/20/2002

Technician Personnel Office, 09/11/2002

DEPARTMENT OF STATE, Office of the Great Seal, 4/24/2003

LEGISLATIVE COUNCIL

Joint Committee on Administrative Rules, 12/18/2003

Legislative Corrections Ombudsman, 11/25/2003

DEPARTMENT OF TREASURY

Michigan Gaming Control Board, Administration, 11/20/2003

Michigan Gaming Control Board, Audit Section, 9/19/2003

Michigan Gaming Control Board, Enforcement Division, 9/19/2003

Michigan Gaming Control Board, Gaming Laboratory, 9/9/2003

Michigan Gaming Control Board, Regulation and Compliance, 9/19/2003

FAMILY INDEPENDENCE AGENCY

Children's Protective Services Peer Review Project, 11/29/2003

Legal Affairs, 10/29/2003

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

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

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Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of January 13, 2004. 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 13, 2004 be approved and adopted with the withdrawal of Item 8(1) of the regular agenda at the State Administrative Board meeting of January 20, 2004. The motion was supported by Mr. Fox and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the meeting of January 14, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the meeting held January 14, 2004 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 meeting of January 14, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held January 14, 2004, with the additional withdrawal of Item 151 of the regular agenda at the State Administrative Board meeting of January 20, 2004 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved to adjourn the meeting. The motion was supported by Ms. Leffler and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON