

APPROVED

March 16, 2004

Michigan State Administrative Board

Lansing, Michigan

March 2, 2004

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, March 2, 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
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Sergio Paneque, Executive Office; Ken Ross, Department of Labor and Economic Growth; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Randy Knapp, Pam Lavender, Department of Transportation; Victor Kulhman, Family Independence Agency; Chris Harkins, Senate Majority Policy Office

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:

Ms. Wolenberg moved the minutes of the State Administrative Board for the regular meeting of February 17, 2004 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:

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, 2003 and a report of investment transactions for the quarter ending December 31, 2003, in accordance with a resolution adopted by the State Administrative Board.

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s):

OTTAWA COUNTY, Prosecuting Attorney, 2/13/2004

Retention and Disposal Schedule(s):

DEPARTMENT OF COMMUNITY HEALTH

Actuarial Division, 1/30/2004

Bureau of Health Systems, 11/7/2003

Human Resources-EEO, 1/16/2004

Office of Recipient Rights Division, 1/21/2004

DEPARTMENT OF CORRECTIONS, Personnel & Labor Relations, 2/5/04

FAMILY INDEPENDENCE AGENCY

Bureau of Financial Services, Director's Office, 10/2/2003

Legislative and Liaison Services, 0/7/2004

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Mr. Hank 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 February 24, 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 February 24, 2004 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the meeting of February 25, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the meeting held February 25, 2004 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of February 25, 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 February 25, 2004, with the additional withdrawal of Item 152 of the regular agenda at the State Administrative Board meeting of March 2, 2004 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Fox moved to adjourn the meeting. The motion was supported by Mr. Hank and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON