

APPROVED

April 20, 2004

Michigan State
Administrative Board

Lansing, Michigan

April 6, 2004

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, April 6, 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
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

Absent: Mike Cox, Attorney General

Others Present:

Sherri Fleming, Tim Konieczny, Department of Attorney General; Kim Davis, Dorothy Iredu, Maria Mahoney, Department of Civil Service; Sergio Paneque, Executive Office; Jim Konrad, Bridget Medina, Phyllis Mellon, Deb Roberts, Janet Rouse, TeAnn Smith, Department of Management and Budget; Randy Knapp, Department of Transportation; Dan Nelson, Department of Treasury; Chris Harkins, Senate Majority Policy Office; Tim Martin, Associated Press; Kester So, Dickinson Wright PLLC; Bill Danhoff, Miller Canfield

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 March 16, 2004 be approved as distributed. Mr. Pavona supported the motion, and it was 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:

Certified Retention and Disposal Schedule(s):

CITY OF SOUTHGATE POLICE DEPARTMENT, 3/15/2004

OTTAWA COUNTY SHERIFF'S OFFICE, 3/3/2004

ST. CLAIR COUNTY SHERIFF'S OFFICE, 3/12/2004

Retention and Disposal Schedule(s):

DEPARTMENT OF ATTORNEY GENERAL

Finance Division, 2/20/2004

Health Professionals, 2/25/2004

DEPARTMENT OF ENVIRONMENTAL QUALITY, Storage Tank Division,
2/5/2004

DEPARTMENT OF HISTORY, ARTS, & LIBRARIES, Michigan Historical
Museums

DEPARTMENT OF NATURAL RESOURCES, Law Enforcement Division,
2/8/2004

Mr. Pavona moved the State Administrative Board approve the Certified Retention and Disposal Schedules and the 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 March 30, 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 March 30, 2004 be approved and adopted with the withdrawal of Items 11(1) and 11(2) of the regular agenda, correction to Item 1s of the second supplemental, and tabling of Items 2(1), 2(2), and 8(1) of the regular agenda and Item 1s of the supplemental agenda. 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 March 31, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held March 3, 2004 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of March 31, 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 regular meeting held March 31, 2004, be approved and adopted. The motion was supported by Mr. Fox and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

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

SECRETARY

CHAIRPERSON