

# APPROVED

July 20, 2004

Michigan State  
Administrative Board

Lansing, Michigan

July 6, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Room, 7<sup>th</sup> Floor, Mason Building, on Tuesday, July 6, 2004, at 11:00 a.m.

Present: Steven Liedel, Deputy Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor  
Susan Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General  
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Brian DeBano, Chief of Staff, representing Terri Lynn Land, Secretary of State  
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction  
Myron Frierson, Deputy Director, Bureau of Finance and Administration, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

Others Present:

Audrey A. Wierenga, Department of Environmental Quality; Sergio Paneque, Executive Office; Sean Carlson, Debbie Roberts, TeAnn Smith, Department of Management and Budget; Pam Lavender, Darby Schlagheck, Ed Timpf, Department of Transportation; Monica Wyant, SMPO

1. CALL TO ORDER:

Mr. Liedel 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 to approve the minutes of the State Administrative Board for the regular meeting of June 15, 2004. The motion was supported by Ms. Leffler and 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 March 31, 2004, and a report of investment transactions for the quarter ending March 31, 2004, in accordance with a resolution adopted by the State Administrative Board was delivered to the Board members in their agenda folders.

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

**Certified Retention and Disposal Schedule(s):**

MONROE COUNTY, Community Mental Health, Health Services,  
6/23/2004

**Retention and Disposal Schedule(s):**

DEPARTMENT OF ATTORNEY GENERAL  
Finance Division, 4/19/2004  
Freedom of Information and Municipal Affairs, 5/10/2004

DEPARTMENT OF INFORMATION TECHNOLOGY, Infrastructure  
Services, Technical Services, 3/24/2004

DEPARTMENT OF MANAGEMENT & BUDGET, Office of Financial  
Management, Support Services Division, 4/1/2004

Ms. Rossi moved the State Administrative Board approve the Certified Retention and Disposal Schedules, the Retention and Disposal Schedules, and the request for designation of the Kellogg Company Agricultural Processing Renaissance Zone. Mr. DeBano supported the motion. The motion was unanimously adopted and then Ms. Leffler clarified that the Kellogg Company

would be paying taxes otherwise due in years three, four, and five. Mr. Liedel said the statute is consistent with the information provided and the Kellogg Company agreed voluntarily to these tax payments in years three, four, and five. Ms. Leffler said that was consistent with her understanding.

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 June 29, 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 June 29, 2004 be approved and adopted with Item 7(1) of the regular agenda withdrawn at the State Administrative Board meeting of July 6, 2004 per the request of the Department of Management and Budget. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of June 30, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held June 30, 2004 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

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Mr. DeBano presented the Transportation and Natural Resources Committee Report for the regular meeting of June 30, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. DeBano moved that the Transportation and Natural Resources Committee Report covering the regular meeting held June 30, 2004, be approved and adopted with the withdrawal at the State Administrative Board meeting of July 6, 2004 of Item 26 of the regular agenda by the Department of Transportation. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Liedel adjourned the meeting.

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SECRETARY

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CHAIRPERSON