

APPROVED

October 21, 2003

Michigan State
Administrative Board

Lansing, Michigan

October 7, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, October 7, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Alisande Henry, Executive Assistant, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney for Law, representing Mike Cox, Attorney General
Julie Croll, Chief Deputy Treasurer, 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
Myron Frierson, Deputy Director, Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Wes VanMalsen, Department of Career Development; Victor Kuhlman, Department of Corrections; Sean Carlson, Patrick Mullen, Janet Rouse, Department of Management and Budget; Rick Dolan, Randy Knapp, Department of Transportation; Christopher 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. Leffler moved the minutes of the State Administrative Board for the special meeting of September 12, 2003 and the regular meeting of September 16, 2003 be approved as distributed. Ms. Wolenberg 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 Portage, Employee Development, 9/25/2003

City of Portage, Fire Department, 9/25/2003

Ms. Wolenberg moved the State Administrative Board approve the Certified Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. Croll presented the Finance and Claims Committee Reports for the regular meeting of September 30, 2003 and the special meeting of October 7, 2003. After review of the forgoing Finance and Claims Committee Reports, Ms. Croll moved that the Finance and Claims Committee Reports covering the regular meeting held September 30, 2003, with the additional withdrawal of Item 8(49) of the regular agenda at the State Administrative Board meeting of October 7, 2003, and the special meeting of October 7, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. Croll presented the Building Committee Report for the meeting of October 1, 2003. After review of the forgoing Building Committee Report, Ms. Croll moved that the Building Committee Report covering the meeting held October 1, 2003 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 meeting of October 1, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Ms. Leffler moved to approve Item 171 contingent upon the temporary restraining order being dissolved by the court. The motion was supported by Mr. Frierson and unanimously approved. Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held October 1, 2003, with the additional withdrawal of Items 129 and 130 at the State Administrative Board meeting of October 7, 2003 be approved and adopted. The motion was supported by Ms. Croll and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON