

APPROVED

November 18, 2003

Michigan State
Administrative Board

Lansing, Michigan

November 4, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, November 4, 2003, 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
Patrick Isom, Assistant Attorney General, 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
Elaine M. Mills, Assistant Superintendent for Educational Support,
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:

James Burris, Sean Carlson, Sergio Paneque, Deborah Roberts, Janet Rouse, Department of Management and Budget; Randy Knapp, Department of Transportation; Christopher Harkins, Senate Majority Policy Office; Jim Bliss, Dickinson Wright PLLC

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 October 21, 2003 be approved as distributed. Ms. MacDowell 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 DETROIT, Water & Sewage, Document Management,
10/23/2003

Retention and Disposal Schedule(s):

DEPARTMENT OF AGRICULTURE, Finance and Administrative
Services, 9/30/2003

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES
Bureau of Construction Codes and Fire Safety, Office of Land
Survey and Remonumentation, 7/10/2003
Bureau of Employment Relations Division, 1/21/2003
Director's Office, 4/15/2003
Management Services Division, 1/8/2003
Media and Public Relations Office, 4/15/2003

DEPARTMENT OF MANAGEMENT AND BUDGET, Office of Financial
Management, Financial Control Division, 9/18/2003

DEPARTMENT OF NATURAL RESOURCES, Forest, Mineral and Fire
Management, 9/25/2003

DEPARTMENT OF STATE

Bureau of Branch Office Services, 9/2/2003

Bureau of Legal and Regulatory Services, 5/19/2003

Internal Audit, 8/8/2003

FAMILY INDEPENDENCE AGENCY, Budget Division, 9/17/2003

Mr. Hank moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Mr. Pavona 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 Reports for the regular meeting of October 28, 2003 and the special meeting of November 4, 2003. After review of the forgoing Finance and Claims Committee Reports, Mr. Pavona moved that the Finance and Claims Committee Reports covering the regular meeting held October 28, 2003 and the special meeting of November 4, 2003 be approved and adopted. The motion was supported by Ms. Mills and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the meeting of October 29, 2003. After review of the forgoing Building Committee Report, Mr. Fox moved that the Building Committee Report covering the meeting held October 29, 2003 be approved and adopted. The motion was supported by Ms. MacDowell and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of October 29, 2003. 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 October 29, 2003, with the additional withdrawal of Items 19 and 52 at the State Administrative Board meeting of November 4, 2003 be approved and adopted. The motion was supported by Mr. Fox and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

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

SECRETARY

CHAIRPERSON