

Lansing, Michigan

February 5, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, February 5, 2002, at 11:00 a.m.

Present: Brian DeBano, Director of State Government Affairs, representing John Engler, Governor, Chairperson  
David Hildenbrand, Deputy Chief of Staff, representing Dick Posthumus, Lt. Governor  
Theodore Hughes, Assistant Attorney General for Law, representing Jennifer M. Granholm, Attorney General  
Julie A. Croll, Chief Deputy State Treasurer, representing Douglas B. Roberts, State Treasurer  
A. Edwin Dore, Deputy Secretary of State, representing Candice Miller, Secretary of State  
Elaine Madigan Mills, Director of State Aid and School Finance, representing Thomas D. Watkins, Superintendent of Public Instruction

Arlene Oisten, Secretary

Absent: None

Others Present:

Iris M. Lopez, Attorney General's Office; Tom Howell, Department of Education; Sherry Bond, James Burris, Michael Gilliland, Kathy Jones, of the Department of Management and Budget; Pamela Lavender, Darby Schlagheck, of the Department of Transportation; Jessica Runnels, Senate Fiscal Agency

1. CALL TO ORDER:

The meeting was called to order by Mr. DeBano. Pastor Cora Duncan of the Vision of Love Outreach Ministry in Lansing gave the invocation. Mr. DeBano then led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Dore moved that the minutes of the State Administrative Board for the regular meeting of January 15, 2002 be approved as distributed. Mr. Hughes supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Mr. Gilliland, Chairperson of the State Employees Combined Campaign (SECC), presented the SECC Reports for 1999, 2000, and 2001. Three comparison reports showed the distribution to umbrella organizations, the amount given by department and the amount given by work county. This Committee has developed a new coding system for over 1,400 agencies, which reduce administrative costs and allow faster distribution of funds. Mr. Gilliland explained the functions of the SECC contract with the Michigan Association of United Ways. This contract will be sent out for bid later this year and the SECC will request guidance from the Board in preparing the Request for Proposal.

Mr. Hughes asked if there was a correlation between the amount donated within the county in which state employees worked and the donations to the county in which employees lived.

Mr. Gilliland explained that there was some correlation, but not a direct correlation.

The Chairperson accepted the SECC Reports.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

Kent County, Sheriff's Department, 11/19/01

Kent County, Public Works, 12/07/01

Kent County, Equalization, 11/15/01

Kent County, John Ball Zoological Garden, 10/29/01

Kent County, Health Department, 11/21/01

Charter Township of Plymouth, Police Department, 11/28/01

Mr. Hughes moved that the Certified Retention and Disposal Schedules be approved by the Board. Mr. Hildenbrand supported the motion and it was unanimously approved.

7. **REPORTS AND RECOMMENDATIONS OF COMMITTEES:**  
(Please see the following pages)

-----

Ms. Croll presented the Finance and Claims Committee Report covering the regular meeting held January 29, 2002. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Finance and Claims Committee Report of January 29, 2002 be approved and adopted, noting the withdrawal of items 16 (2) and 17 (1) of the regular agenda. The motion was supported by Mr. Hughes and unanimously approved.

-----

Ms. Croll presented the Building Committee Report covering the regular meeting held January 30, 2002. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Building Committee Report of January 30, 2002 be approved and adopted. The motion was supported by Mr. Hildenbrand and unanimously approved.

-----

Mr. Dore presented the Transportation and Natural Resources Committee Report for the regular meeting of January 30, 2002. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Dore moved that the Transportation and Natural Resources Committee Report covering the regular meeting held January 30, 2002 be approved and adopted, noting the withdrawal of item 202 of the regular agenda, and with the withdrawal of item number 1 of the supplemental Transportation agenda, at the request of the Department of Transportation. The motion was supported by Mr. Hildenbrand and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Hildenbrand moved the meeting be adjourned. The motion was supported by Mr. Dore and unanimously approved. Mr. DeBano adjourned the meeting.

---

SECRETARY

---

CHAIRPERSON