

Lansing, Michigan

March 19, 2002

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, March 19, 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
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Arlene Oisten, Secretary

Absent: None

Others Present:

Sherry Bond, James Burris, Kathy Jones, of the Department of Management and Budget; Sharon Maynard of the Department of Natural Resources; Randy Knapp, Pamela Lavender of the Department of Transportation

1. CALL TO ORDER:

The meeting was called to order by Mr. DeBano. Pastor Joe M. Funchess of St. Matthew A M E Church 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:

Ms. Wolenberg moved that the minutes of the State Administrative Board for the regular meeting of March 5, 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:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

Allegan County, Finance Department, 1/16/02

Branch County, Prosecuting Attorney, 2/22/02

Kent County, County Administrator's Office, 2/1/02

City of Northville, Police Department, 2/05/02

Washtenaw County, Sheriff's Department, Community Work Program,
2/20/02

Ferris State University, Addition to Non-Records Retention and Disposal
Schedule, 2/28/02

Mr. Hughes moved that the Certified Retention and Disposal Schedules be approved by the Board. Mr. Dore 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 March 12, 2002. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Finance and Claims Committee Report of March 12, 2002 be approved and adopted with the withdrawal of items 5 (1) and 5 (3) at the request of the Department of Management and Budget. The motion was supported by Mr. Hughes and unanimously approved.

Ms. Croll presented the Building Committee Report covering the regular meeting held March 13, 2002. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Building Committee Report of March 13, 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 March 13, 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 March 13, 2002 be approved and adopted, with the withdrawal of item numbers 20, 24, and 29 of the regular Transportation agenda at the request of the Department of Transportation. The motion was supported by Ms. Croll 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