

APPROVED

February 20, 2007

Michigan State
Administrative Board

Lansing, Michigan

February 6, 2007

A regular meeting of the State Administrative Board was held in the Museum Education Room, 1st Floor, Michigan Library and Historical Center, on Tuesday, February 6, 2007, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Melanie Brown, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Robert J. Kleine, State Treasurer
Joe Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Executive Director of School Finance and School Law, representing Michael P. Flanagan, Superintendent of Public Instruction
Wayne Roe, Jr., Administrator, Contract Services Division, representing Kirk T. Steudle, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Joel Storchan, Department of Information Technology; James Burris, Elise Lancaster, Debbie Roberts, Janet Rouse, Seleana Samuels, TeAnn Smith, Department of Management and Budget; Pam Lavender, Department of Transportation

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 to approve the minutes of the regular meeting held on January 16, 2007. The motion was supported by Ms. Madigan and unanimously adopted.

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

NONE

4. COMMUNICATIONS:

Correspondence was received 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 December 31, 2006, and a report of investment transactions for the quarter ending December 31, 2006, in accordance with a resolution adopted by the State Administrative Board.

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedules:

BAY COUNTY, Bay County Housing Commission, 2/6/2007

WAYNE COUNTY

Corporation Counsel, Human Relations, 2/6/2007
Sheriff's Department, 2/6/2007

DEPARTMENT OF COMMUNITY HEALTH

Bureau of Community Mental Health Services, 2/7/2007
Bureau of Health Policy, Planning And Access, Access to Care Division,
2/6/2007
Emergency Medical Services Section, 2/6/2007
Office of Drug Control Policy, 2/6/2007

DEPARTMENT OF LABOR AND ECONOMIC GROWTH, Office of Financial and
Insurance

DEPARTMENT OF TREASURY, Return Processing Division, 2/6/2007

VILLAGE OF BELLAIRE, 2/6/2007

Mr. Pavona moved that the Retention and Disposal Schedules be approved and adopted with the withdrawal of the Retention and Disposal Schedule from the Department of Labor and Economic Growth, Office of Financial and Insurance Services, Securities. The motion was supported by Mr. Isom and unanimously approved.

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

Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of January 30, 2007. 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 January 30, 2007, be approved and adopted. The motion was supported by Ms. Madigan and unanimously approved.

Ms. MacDowell presented the Building Committee Report for the regular meeting of January 31, 2007. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held January 31, 2007, be approved and adopted with Item 5 of the regular agenda withdrawn at the State Administrative Board meeting on February 6, 2007, by the Department of Labor and Economic Growth. The motion was supported by Mr. Pavona and unanimously approved.

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of January 31, 2007. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held January 31, 2007, be approved and adopted. The motion was supported by Mr. Isom and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON