

APPROVED

March 6, 2007

Michigan State
Administrative Board

Lansing, Michigan

February 20, 2007

A regular meeting of the State Administrative Board was held in the Lake Superior Room, 1st Floor, Michigan Library and Historical Center, on Tuesday, February 20, 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; Elise Lancaster, Janet Rouse, 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 February 6, 2007. The motion was supported by Ms. MacDowell and 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:

Retention and Disposal Schedules:

DEPARTMENT OF COMMUNITY HEALTH, Health Policy, Regulation and Professions Administration, Bureau of Health Systems, 2/20/2007

DEPARTMENT OF CORRECTIONS, Bureau of Health Care Services, 2/20/2007

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

Environmental Section, 2/20/2007

Internal Audit, 2/20/2007

Legislative Liaison, 2/20/2007

Office of Financial Services, 2/20/2007

Office of State Human Resource Management, 2/20/2007

Veterans Affairs Directorate, 2/20/2007

Veterans' Trust Fund, 2/20/2007

Ms. MacDowell moved that the Retention and Disposal Schedules be approved and adopted. The motion was supported by Ms. Madigan 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 February 13, 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 February 13, 2007, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

Ms. MacDowell presented the Building Committee Report for the regular meeting of February 14, 2007. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held February 14, 2007, be approved and adopted. 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 February 14, 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 February 14, 2007, be approved and adopted with a correction to the list of attendees. 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