

# APPROVED

April 19, 2005

Michigan State  
Administrative Board

Lansing, Michigan

April 5, 2005

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7<sup>th</sup> Floor, Mason Building, on Tuesday, April 5, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Kristi Profit, Policy Advisor, representing John Cherry, Lt. Governor  
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General  
Julie Croll, Deputy Treasurer, representing Jay B. Rising, State Treasurer  
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State  
Elaine Madigan, Assistant Superintendent for Educational Support, representing Jeremy Hughes, Interim Superintendent of Public Instruction  
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

Others Present:

Ray Tamminga, Department of Corrections; Sergio Paneque, Executive Office; Jack Benac, Carol Steffanni, Department of Information Technology; James Burris, Sean Carlson, Diana Hayter, Jason Nairn, Department of Management and Budget; Jean Ingersoll, 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 State Administrative Board for the regular meeting of March 15, 2005. The motion was supported by Ms. Croll 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 Schedule(s):**

DEPARTMENT OF CIVIL SERVICE, Human Resource Management Network (HRMN) Compensation, 2/16/2005

DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES, Library of Michigan, 2/1/2005

DEPARTMENT OF STATE, Investigations Division, 2/16/2005

KALAMAZOO VALLEY COMMUNITY COLLEGE, 1/19/2005

WAYNE COUNTY,

Children & Family Services, Adult Services, 2/16/05

Children & Family Services, Finance, 2/25/05

Children & Family Services, Juvenile Services, 2/16/05

Warrant Enforcement Bureau, 2/16/05

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. Croll presented the Finance and Claims Committee Reports for the regular meeting of March 29, 2005 and the special meeting of April 5, 2005. After review of the forgoing Finance and Claims Committee Reports, Ms. Croll moved that the Finance and Claims Committee Report covering the regular meeting held March 29, 2005, with the correction of the year in the report and withdrawal of Item 28(1) of the regular agenda at the State Administrative Board meeting of April 5, 2005, and the Finance and Claims Committee Report covering the special meeting held April 5, 2005, be approved and adopted. Mr. Pavona supported the motion. Mr. Isom asked that the motion be changed to make Item 1s of the special agenda from the special meeting held April 5, 2005 contingent upon Department of Attorney General approval of the Memorandum of Understanding between the State of Michigan and Defense Supply Center Philadelphia. Mr. Hank moved to make that change to the motion. The motion was supported by Mr. Pavona and unanimously approved.

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Ms. Croll presented the Building Committee Report for the regular meeting of March 30, 2005. After review of the forgoing Building Committee Report, Ms. Croll moved that the Building Committee Report covering the regular meeting held March 30, 2005, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of March 30, 2005. 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 March 30, 2005 be approved and adopted with a correction to the report changing Item 220 to 222 and with the withdrawal of Items 60 and 90 of the regular agenda at the State Administrative Board meeting of April 5, 2005. The motion was supported by Mr. Isom and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

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

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SECRETARY

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CHAIRPERSON