

APPROVED

September 20, 2005

Michigan State
Administrative Board

Lansing, Michigan

September 6, 2005

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, September 6, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristie Profit, 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 Jay B. Rising, State Treasurer
Brian DeBano, Chief of Staff, representing Terri Lynn Land, Secretary of State
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Absent: Michael P. Flanagan, Superintendent of Public Instruction

Others Present:

Iris Lopez, Michael Reilly, Department of Attorney General; James Burris, Terri Fitzpatrick, Elise Lancaster, Pat Mullen, Janet Rouse, Tom Saxton, Judson Sorensen, Department of Management and Budget; Jean Ingersoll, Carol Rademacher, Department of Transportation; Rebecca Park, House Republican Policy Office

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:

Ms. MacDowell moved to approve the minutes of the State Administrative Board for the regular meeting of August 16, 2005. The motion was supported by Mr. DeBano and unanimously adopted.

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

NONE

4. COMMUNICATIONS:

SECC State Employees Combined Campaign, 2003 Annual Report
SECC State Employees Combined Campaign, 2004 Annual Report

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

CITY OF CEDAR SPRINGS, City Clerk, 9/6/2005

CITY OF PORTAGE, Fire Department, 9/6/2005

LIVINGSTON COUNTY, Central Dispatch/Emergency Management, 9/6/2005

OGEMAW COUNTY PROSECUTING ATTORNEY, Prosecuting Attorney's
Office, 9/6/2005

DEPARTMENT OF STATE, Executive Office, 9/6/2005

DEPARTMENT OF STATE POLICE, Deputy Director's Office Support
Services, 9/6/2005

DEPARTMENT OF TREASURY, Quantitative Analysis Division, 9/6/2005

LEGISLATIVE COUNCIL, Legislative Service Bureau Human Resources,
9/6/2005

Mr. Hank moved to approve the Retention and Disposal Schedules. The motion was supported by Ms. MacDowell and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of August 30, 2005. 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 August 30, 2005, be approved and adopted with Item 12(1) of the regular agenda withdrawn by the Department of Management and Budget at the State Administrative Board meeting on September 6, 2005. Mr. Hank supported the motion and it was unanimously approved.

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Ms. MacDowell presented the Building Committee Reports for the regular meeting of August 31, 2005, and the special meeting of September 6, 2005. After review of the forgoing Building Committee Reports, Ms. MacDowell moved that the Building Committee Reports covering the regular meeting held August 31, 2005, with the withdrawal of Item 25 of the regular agenda at the request of the Department of Management and Budget at the State Administrative Board meeting of September 6, 2005, and the special meeting of September 6, 2005, be approved and adopted. The motion was supported by Mr. DeBano and unanimously approved.

Mr. DeBano presented the Transportation and Natural Resources Committee Report for the regular meeting of August 31, 2005. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. DeBano moved that the Transportation and Natural Resources Committee Report covering the regular meeting held August 31, 2005, be approved and adopted with the withdrawal of Items 34, 379, and 394 of the regular agenda at the request of the Department of Transportation at the State Administrative Board meeting held on September 6, 2005. The motion was supported by Mr. Isom and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

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

SECRETARY

CHAIRPERSON