

APPROVED

June 15, 2004

Michigan State Administrative Board

Lansing, Michigan

June 1, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Room, 7th Floor, Mason Building, on Tuesday, June 1, 2004, at 11:00 a.m.

Present: Steven Liedel, Deputy Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Alisande Henry, Executive Assistant, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Victor Kuhlman, Department of Corrections; Sean Carlson, Bob Hall, Janet Rouse, Carol Schulz, Department of Management and Budget; Myron Frierson, Jean Ingersoll, Randy Knapp, Pam Lavender, Department of Transportation; Tom Gavin, R. W. Baird; Donita Crumpler, Sean Werdlow, City of Detroit; Harold Bulger, Miller, Canfield; Ty Gordon, Thomson West

1. CALL TO ORDER:

Mr. Liedel 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 meeting of May 18, 2004. The motion was supported by Ms. Wolenberg 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:

Certified Retention and Disposal Schedule(s):

CITY OF GROSSE POINTE WOODS, Administration, Human Resources,
5/24/2004

WASHTENAW COUNTY, Finance Department Accounting, 5/17/2004

Retention and Disposal Schedule(s):

DEPARTMENT OF ATTORNEY GENERAL, Alcohol and Gaming Enforcement
Division, 4/14/2004

DEPARTMENT OF COMMUNITY HEALTH, Bureau of Medicaid Operations &
Quality Assurance, Office of Medical Affairs and Pharmacy Services,
4/27/2004

Mr. Hank moved the State Administrative Board approve the Certified Retention and Disposal Schedules and Retention and Disposal Schedules. The motion was supported by Ms. Leffler 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 Reports for the regular meeting of May 25, 2004 and the special meeting of June 1, 2004. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held May 25, 2004 and the special meeting held June 1, 2004 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of May 26, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held May 26, 2004 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of May 26, 2004. 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 May 26, 2004, be approved and adopted with the withdrawal at the State Administrative Board meeting of June 1, 2004 of Items 29 and 30 of the regular agenda by the Department of Transportation. The motion was supported by Ms. Wolenberg and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Liedel adjourned the meeting.

SECRETARY

CHAIRPERSON