

APPROVED

October 3, 2006

Michigan State
Administrative Board

Lansing, Michigan

September 5, 2006

A regular meeting of the State Administrative Board was held in the Lake Ontario Room, 3rd Floor, Michigan Library and Historical Center, on Tuesday, September 5, 2006, 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
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
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Jean Shane, Special Assistant, Office of the Superintendent, representing Michael P. Flanagan, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Kirk T. Steudle, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Joel Storchan, Department of Information Technology; James Burris, Elise Lancaster, Janet Rouse, Department of Management and Budget; John K. McGraw, Department of Military and Veterans Affairs; Kelly Villarreal, Department of Transportation; Janet Hunter-Moore, Tom Saxton, Department of Treasury

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 August 15, 2006. 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:

CITY OF MONTROSE, City Clerk, 9/5/06

MICHIGAN PUBLIC SCHOOLS, General Schedule #2, 9/5/06

HOUSE OF REPRESENTATIVES, House Fiscal Agency, 9/5/06

DEPARTMENT OF ATTORNEY GENERAL, Public Administration, 9/5/06

DEPARTMENT OF COMMUNITY HEALTH, Bureau of Resource Services,
Administrative Services Section, 9/5/06

DEPARTMENT OF EDUCATION, Superintendent's Office, 9/5/06

DEPARTMENT OF MICHIGAN STATE POLICE

Commission on Law Enforcement Standards, 9/5/06

Criminal Justice Information Center, 9/5/06

DEPARTMENT OF TREASURY

Collection Division, 9/5/06

Customer Contact Division, 9/5/06

Long-Term Fixed Income Division, 9/5/06

Mr. Hank moved to approve the retention and disposal schedules. The motion was supported by Ms. Shane 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 29, 2006. 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 29, 2006, be approved and adopted with Item 20(3) of the regular agenda withdrawn by the Department of Management and Budget at the State Administrative Board meeting held on September 5, 2006, and Items 25(23), 25(25), 25(28), 25(42), 25(46), 25(47), and 25(57) of the regular agenda tabled by the Department of Attorney General at the State Administrative Board meeting held on September 5, 2006. The motion was supported by Ms. Shane and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of August 30, 2006. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held August 30, 2006, 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 August 30, 2006. 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 August 30, 2006, be approved and adopted with Items 40 and 41 of the regular Transportation agenda withdrawn by the Department of Transportation at the State Administrative Board meeting held on September 5, 2006. The motion was supported by Ms. Shane 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