

APPROVED

August 17, 2004

Michigan State Administrative Board

Lansing, Michigan

August 3, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Room, 7th Floor, Mason Building, on Tuesday, August 3, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Alisande Henry, Executive Assistant, representing John Cherry, Lt. Governor
Deborah Devine, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Myron Frierson, Deputy Director, Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Daphne Johnson, Department of Attorney General; Sergio Paneque, Executive Office; James Burris, Sean Carlson, Tom Howell, Janet Rouse, Department of Management and Budget; Monica Wyant, Department of State Police; Katherine Hulley, Randy Knapp, 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:

Ms. Wolenberg moved to approve the minutes of the State Administrative Board for the regular meeting of July 20, 2004. The motion was supported by Mr. Pavona and unanimously adopted.

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

NONE

4. COMMUNICATIONS:

1) Correspondence from Jacqueline M. Johnson, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending June 30, 2004 and a report of investment transactions for the quarter ending June 30, 2004, in accordance with a resolution adopted by the State Administrative Board

2) Correspondence from A. R. Young of the Committee to Save The Wellness Plan regarding the Approval of Medicaid Managed Care Contracts

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

DEPARTMENT OF ATTORNEY GENERAL,
Education & Social Services, 7/9/2004
Public Service Division, 6/17/2004
Special Litigation, 5/13/2004

DEPARTMENT OF EDUCATION, Early Childhood & Parenting Programs,
6/1/2004

DEPARTMENT OF MANAGEMENT & BUDGET, Office of Retirement
Systems-All Systems, 6/24/2004

DEPARTMENT OF NATURAL RESOURCES,
Office of Land and Facilities, 5/26/2004
Tax Reversion and Land Records, 5/26/2004

DEPARTMENT OF STATE, Office of Traffic Safety, 6/17/2004

DEPARTMENT OF TREASURY, Bureau of Local Government, Assessor
Certification Division, 3/11/2004

Mr. Pavona moved the State Administrative Board approve the Retention and Disposal Schedules. Ms. MacDowell supported the motion. The motion was 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 July 27, 2004. 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 July 27, 2004, be approved. The motion was supported by Ms. Wolenberg and unanimously approved. Ms. Devine added there is a court order for the sale of the Wellness Plan. The sale does not materially affect the bid process and there were no irregularities. Ms. Devine moved to amend the approval of the Report of the Finance and Claims Committee meeting of July 27, 2004 to reflect the State Administrative Board has looked at the letter appealing the award by Mr. Young and the Board is satisfied the invitation to bid was proper, the sale of the Wellness Plan was approved by the court and the protest has no merit. The motion was supported by Mr. Pavona and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of July 28, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held July 28, 2004 be approved and adopted. The motion was supported by Ms. Henry and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Reports for the regular meeting of July 28, 2004, and the special meeting of August 3, 2004. After review of the forgoing Transportation and Natural Resources Committee Reports, Mr. Pavona moved that the Transportation and Natural Resources Committee Reports covering the regular meeting held July 28, 2004, with the withdrawal at the State Administrative Board meeting of August 3, 2004, of Items 17, 29, and 31 of the regular agenda by the Department of Transportation, and the special meeting of August 3, 2004, be approved and adopted. The motion was supported by Ms. Wolenberg and was unanimously approved. Ms. Devine moved to amend the report of the special Transportation and Natural Resources Committee of August 3, 2004 to include Mr. Isom's request to add the sentence to the contract language. Supported by Mr. Pavona, the motion was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

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

SECRETARY

CHAIRPERSON