



Lee County Claims Committee Minutes

Lee County, Illinois

Apr 5, 2023 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Committee Room, 112 E 2nd St

Dixon, IL 61021

- I. Call to Order
Meeting was called to order at 9:03 a.m., by Nancy Naylor.
- II. Committee Member Roll Call: Chair Mike Zeman, Nancy Naylor, Angie Shippert, and alternate Chris Robertson.
Chair Mike Zeman was absent. Nancy Naylor, Angie Shippert (9:03-9:58), and alternate Chris Robertson all attended in person.
- III. Meeting Attendees and Visitors
Becky Brenner (Board Secretary) was present in person. Debbie Robertson and Danielle Hall (Deputy Treasurer's) attended the meeting briefly to assist with one claim.
- IV. Approval of the Minutes from the Previous Meeting (March 22, 2023)
Minutes from the March 22, 2023, Lee County Claims Committee Meeting were approved as presented without modification.
- V. Review and Approval of Bi-Weekly Claims
Angie Shippert logged into miViewPoint and initiated the review of 64 claims in the queue. Three (3) US Bank claims were rejected back to the departments because of missing invoices and one (1) claim was rejected because the invoice was not legible. The committee forwarded all other claim invoices to the Full County Board for ratification.
- VI. Old Business
 - A. Review of Claims Procedures
The committee discussed encouraging Department Heads to attend the Claim Committee Meetings on a regular basis so they would be more familiar with the process.
- VII. New Business
There were no items under New Business.
- VIII. Executive Session
There was no request for an Executive Session.
- IX. Adjournment
Motion to adjourn at 10:32 a.m. **Moved** by Chris Robertson. **Second** by Nancy Naylor.

The next Lee County Claims Committee Meeting is scheduled for
9:00 a.m., on Wednesday, April 19, 2023.

Respectfully submitted by:
Becky Brenner – Board Secretary