



# Lee County Claims Committee Minutes

Lee County, Illinois

Dec 6, 2023 at 9:00 AM CST

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 9:00 a.m., by Chairs Mike Zeman.

II. Committee Member Roll Call: Chair Mike Zeman, Nancy Naylor, Angie Shippert, and alternate Chris Robertson.

Mike Zeman, Nancy Naylor, and Angie Shippert attended in person. Chris Robertson was not in attendance.

III. Meeting Attendees and Visitors

Becky Brenner (Board Secretary) attended in person from 9:00 - 9:12 a.m.

IV. Approval of the Minutes from the Previous Meeting (November 22, 2023)

Minutes from the November 22, 2023, Lee County Claims Committee Meeting were approved as presented without modification.

V. Review and Approval of Bi-Weekly Claims

Mike Zeman logged into miViewPoint and initiated the review of 30 total claims.

- One claim was rejected because of an incorrect invoice amount.

The committee forwarded 29 of the 30 claim invoices that were submitted to the Full County Board for ratification.

VI. Old Business

A. Review of Claims Procedures

The committee briefly discussed the chain of command for approving claims submitted as paid on vacation. All the Claims Committee Members are authorized to approve these claims.

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 9:22 a.m. **Moved** by Angie Shippert. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next Lee County Claims Committee Meeting is scheduled for  
9:00 a.m., on Wednesday, December 20, 2023

Respectfully submitted by:  
Becky Brenner - Board Secretary