



Lee County Claims Committee Minutes

Lee County, Illinois

Nov 8, 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 Chair Mike Zeman. The meeting was stalled for roughly 30 minutes due to technology issues. Three credit card statements were reviewed manually while the issues were being addressed.

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

Reid Mitchell (Financial Director) and Becky Brenner (Board Secretary) were both present in person. Paul Rudolphi (Treasurer) briefly attended the meeting to answer several questions.

IV. Approval of the Minutes from the Previous Meeting (October 18, 2023)

Minutes from the October 18, 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 104 total claims.

- One claim was approved with a missing invoice, but the invoice would be forthcoming.

The committee forwarded all 104 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 claims review process. All agreed that the \$1,000 threshold for Department Head approval was working. No changes were recommended.

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 10:56 a.m. **Moved** by Nancy Naylor. **Second** by Angie Shippert. **Motion** passed unanimously by voice vote.

Respectfully submitted by:

Becky Brenner - Board Secretary