



Lee County Claims Committee Minutes

Lee County, Illinois

Nov 22, 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 9:02 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

Jeremy Englund (Incoming Administrator), Reid Mitchell (Financial Director) and Becky Brenner (Board Secretary) were all present in person. Paul Rudolphi (Treasurer) briefly attended the meeting to answer several questions.

IV. Approval of the Minutes from the Previous Meeting (November 8, 2023)

Minutes from the November 8, 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 67 total claims.

- One claim was questioned because of missing/confusing documentation. After speaking with the department's secretary, the committee agreed to approve the claim based on the explanation given.

The committee forwarded all 67 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 proposed Claims Committee meeting dates for FY2024, specifically regarding the November 20, 2024, meeting. Since the fiscal year always ends on November 30th, the committee entertained the idea of pushing the meeting to the 27th to avoid, if possible, the necessity of processing claims through paid on vacation. After discussion, the committee did not feel the change was necessary.

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 10:25 a.m. **Moved** by Nancy Naylor. **Second** by Angie Shippert. **Motion** passed unanimously by voice vote.

The next Lee County Claims Committee Meeting is scheduled for
9:00 a.m., on Wednesday, December 6, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary