



Lee County Claims Committee Minutes

Lee County, Illinois

Sep 20, 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
The meeting was called to order at 9:00 a.m., by Chair Mike Zeman.
- II. Committee Member Roll Call: Chair Mike Zeman, Nancy Naylor, Angie Shippert, and alternate Chris Robertson.
Mike Zeman, Nancy Naylor, Angie Shippert, and alternate Chris Robertson all attended in person.
- III. Meeting Attendees and Visitors
Becky Brenner (Board Secretary) attended in person.
- IV. Approval of the Minutes from the Previous Meeting (September 6, 2023)
Minutes from the September 6, 2023, Lee County Claims Committee Meeting were approved as presented without modification. Mike Zeman reported that the missing invoice requested during the September 6, 2023, meeting had been received and included the information that was requested.
- V. Review and Approval of Bi-Weekly Claims
Angie Shippert logged into miViewPoint and initiated the review of 67 claims in the queue. The committee contacted one Department Head requesting two receipts for a US Bank invoice. The receipts were from Walmart and Staples and would be emailed to the committee later in the morning for approval. The committee forwarded all 67 claim invoices to the Full County Board for ratification.
- VI. Old Business
 - A. Review of Claims Procedures
No changes were discussed regarding the current review of 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 10:23 a.m. **Moved** by Nancy Naylor. **Second** by Chris Robertson. **Motion** passed unanimously by voice vote.

The next Lee County Claims Committee Meeting is scheduled for
9:00 a.m., on Wednesday, October 4, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary