



Lee County Claims Committee Minutes

Lee County, Illinois

Dec 7, 2022 at 9:00 AM CST

Old Lee County Courthouse, Third Floor Chairman's Conference 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.

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

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

III. Meeting Attendees and Visitors

Bob Olson (County Board Chairman), Wendy Ryerson (Administrator), Debbie Robertson (Deputy Treasurer), and Becky Brenner (Board Secretary) all attended in person.

IV. Approval of the Minutes from the Previous Meeting (November 23, 2022)

The approval of minutes from the November 23, 2022, item on the agenda was overlooked.

V. Review and Approval of Bi-Weekly Claims

Mike Zeman logged into miViewPoint and initiated the review of 28 claims in the queue. The committee forwarded all claim invoices to the Full County Board for ratification.

Wendy Ryerson and Debbie Robertson were present during the meeting to help answer questions and offer guidance to the new member. Also, during the meeting a phony claim was entered into the queue to test the paid-on vacation process. The process worked perfectly.

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 9:59. **Moved** by Angie Shippert. **Second** by Mike Zeman. **Motion** passed unanimously by voice vote.

The next Claims Committee Meeting is scheduled for
9:00 a.m., on Wednesday, December 21, 2022.