



# Lee County Claims Committee Minutes

Lee County, Illinois

Dec 21, 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 9:05 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 Chris Robertson (9:00-10:48) all attended in person.

## III. Meeting Attendees and Visitors

Wendy Ryerson (Administrator) and Becky Brenner (Board Secretary) both attended in person.

## IV. Approval of the Minutes from the Previous Meeting (December 7, 2022)

Minutes from the November 23, 2022, and December 7, 2022, Lee County Claims Committee Meetings were approved as presented without modification.

## V. Review and Approval of Bi-Weekly Claims

Mike Zeman logged into miViewPoint and initiated the review of 71 claims in the queue.

- One claim was rejected back to the department because the invoice was entered twice under the same invoice number to be dispersed to two different line-item numbers. The claim was legitimate, but the system would not allow the invoice number to be used twice.
- A second claim was rejected back to the department because the invoice amount did not match the amount being requested.
- Several times during the meeting, questions were raised about the budget figures in the software. The Treasurer's Office explained that the year-end reconciliation was not yet completed, so some of the information was inaccurate.
- Wendy Ryerson was present during the meeting to help answer questions and offer guidance to new members.

The committee forwarded all other 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 Old Business.

VIII. Executive Session

There was no request for an Executive Session.

IX. Adjournment

**Motion** to adjourn at 11:14 a.m. **Moved** by Angie Shippert. **Second** by Nancy Naylor.  
**Motion** passed unanimously by voice vote.

The next Lee County Claims Committee Meeting will be  
9:00 a.m., on Wednesday, January 4, 2022.