



Lee County Claims Committee Minutes

Lee County, Illinois

Sep 21, 2022 at 9:00 AM CDT

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 9:04 a.m., by member Mike Zeman.

II. Committee Member Roll Call: Chair Marilyn Shippert, Members Dave Bally, Mike Zeman; Alternate Members: Bill Palen and Tom Kitson

Marilyn Shippert was absent. No alternate members attended. Mike Zeman and Dave Bally were present in person.

III. Meeting Attendees and Visitors

Becky Brenner (Board Secretary) attended in person. Wendy Ryerson (Administrator) and Paul Rudolphi (Chief Deputy Treasurer) attended briefly to discuss a claim that was being rejected.

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

Minutes from the September 7, 2022, Lee County Claims Committee Meeting were approved as presented without modification.

V. Review and Approval of Bi-Weekly Claims

Mike Zeman logged into miViewPoint using Marilyn Shippert's login and initiated the review of 52 claims in the queue. One claim was rejected back to the Sheriff's Office because of confusion surrounding a substantial credit included on a Wex invoice that could not be reconciled with the amount due. After discussion it was discovered that a payment had been applied to the wrong account within the company.

Motion to authorize the Treasurer's Office to approve the Wex claim from the Sheriff's Office when the corrected invoice was submitted for payment. **Moved** by Dave Bally.

Second by Mike Zeman. **Motion** passed unanimously by voice vote.

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 the claims procedures.

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 11:12 a.m. **Moved** by Dave Bally. **Second** by Mike Zeman. **Motion** passed unanimously by voice vote.

The next scheduled meeting of the Lee County Claims Committee will be 9:00 a.m., on Wednesday, October 5, 2022.