



# Lee County Claims Committee Minutes

Lee County, Illinois

Jan 13, 2022 at 2:00 PM CST

Old Lee County Courthouse, Third Floor Committee Room, 112 E 2<sup>nd</sup> St, Dixon, IL 61021

I. Call to Order

Meeting was called to order at 2:00 p.m., by Chair Marilyn Shippert

II. Committee Member Roll Call: **Present:** Chair Marilyn Shippert, Members Dave Bally, Bill Palen (2:00-4:05); Alternate Member: Mike Zeman.

III. Meeting Attendees and Visitors:

Wendy Ryerson (Administrator), Paul Meyer (Treasurer), Sam Schmitt (Treasurer Rep), and Becky Brenner (Board Secretary)

IV. Approval of the Minutes from the Previous Meeting(s):

First meeting of the Claims Committee. No minutes to approve.

V. Review and Approval of Bi-Weekly Claims:

The committee viewed the current claim report that showed all the claims that were under \$1,000 and were submitted and paid from December 17, 2021, through January 6, 2022. This also included claims paid on vacation. This new system for paying claims will dramatically reduce the requests for invoices to be paid on vacation.

Individual claim reports will be provided as agenda items in Highway/Solid Waste, Administrative Services, Properties, and Public Safety. Full reports will be provided as agenda items in Finance, Executive, and County Board.

**Motion** to approve all claims: **Moved** by Dave Bally. **Second** by Mike Zeman. Motion carried by voice vote.

VI. Old Business:

First meeting of the Claims Committee. Nothing for Old Business.

VII. New Business:

A. Developing Claims Procedures

Paula Meyer walked the committee members through the new claims software program, miViewPoint. She sent out emails to all the members so they could set up a username and password. Once logged in, Paula explained that all invoices under \$1,000 are entered into the software program along with proper

documentation. This invoice information will then appear in the queue of the individual assigned to approve the payment. All approved invoices under \$1,000 go directly to the Treasurer's Office for a check to be issued. Check are cut every Thursday.

All invoices over \$1,000 are entered into the software program along with proper documentation, are approved by the individual assigned to approve the payment, and are then forwarded to the Claims Committee to approve.

The committee can log in at any time and review the claims in the Claims Committee queue..

The committee had 101 invoices to approve. Claim elements reviewed during the approval process were, name on invoice invoice numbers, invoice descriptions, attached receipts/documentation, correct general ledger line item numbers, and matching dollar amounts.

VIII. Executive Session:  
No executive session.

IX. Adjournment:  
**Motion** to adjourn. **Moved** by Mike Zeman. **Second** by Dave Bally. Motion carried by voice vote.

Meeting adjourned at 4:22 p.m.

The next meeting of the Claims Committee will be  
9:00 a.m., on Wednesday, January 19, 2022