



# Lee County Claims Committee Minutes

Lee County, Illinois

Jan 19, 2022 at 9:00 AM CST

Old Lee County Courthouse, Third Floor Committee Room, 112 E 1st St, Dixon, IL 61021

## **I. Call to Order**

Meeting was called to order at 9:00 a.m., by Chair Marilyn Shippert.

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

All committee members were present including alternate Mike Zeman.

## **III. Meeting Attendees and Visitors:**

Wendy Ryerson (Administrator) and Paula Meyer (Treasurer).

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

**Motion** to approve the January 13, 2022, minutes of the Claims Committee. **Moved** by Bill Palen. **Second** by Dave Bally. Motion carried by voice vote.

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

The committee continued to navigate through the intricacies of the new miViewPoint and OnBoard software programs.

They discussed the best way to convey to the Department Heads that in the future, only claims with specific identifying information along with an itemized invoice will be approved. Claims that lack acceptable descriptions and itemized invoices will be rejected back to the Department Head.

They also discussed reviewing the entire report of all monthly claims for additional transparency.

**Motion** to approve all claims submitted. **Moved** by Bill Palen. **Second** by Mike Zeman. Motion carried by voice vote.

## **VI. Old Business**

No items for old business.

## **VII. New Business**

No items for new business.

**VIII. Executive Session**

No items for executive session.

**IX. Adjournment**

**Motion** to adjourn at 10:07 a.m. **Moved** by Dave Bally. **Second** by Bill Palen. Motion carried by voice vote.

The next meeting of the Claims Committee will be

9:00 a.m., on February 9, 2022