



# Lee County Claims Committee Minutes

Lee County, Illinois

Feb 9, 2022 at 9:00 AM CST

Old Lee County Courthouse, Third Floor Committee Room, 112 E 1<sup>st</sup> 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.

## III. Meeting Attendees and Visitors

Also present were Wendy Ryerson (Administrator), Paul Rudolphi (Chief Deputy, Treasurer's Office), and Becky Brenner (Board Secretary).

## IV. Approval of the Minutes from the Previous Meeting (January 19, 2022)

The minutes of the January 19, 2022, Claims Committee were approved without modification.

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

The committee walked through the 56 claims that were in the software work queue. Several claims were rejected back to the submitting departments for minor documentation or invoice formatting issues. The committee asked Marilyn Shippert to approve five (5) requests when they were pushed back to the queue. This would most likely happen after the meeting had adjourned. The Treasurer's Office was aware which claims would be forthcoming.

## VI. Old Business

### A. Developing Claims Procedures

The committee continued to discuss the process for reviewing, approving, and rejecting claims. No specific action was taken.

## VII. New Business

Nothing for Old Business.

VIII. Executive Session

No Executive Session was requested.

IX. Adjournment

**Motion** to adjourn at 10:46 a.m. **Moved** by Bill Palen. **Second** by Mike Zeman.