



Lee County Claims Committee Minutes

Lee County, Illinois

Aug 24, 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 called to order at 9:00 a.m., by Chair Marilyn Shippert.

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

Marilyn Shippert and Mike Zeman attended in person. Dave Bally was absent. Alternate members were not in attendance.

III. Meeting Attendees and Visitors

Becky Brenner (Board Secretary).

IV. Approval of the Minutes from the Previous Meeting (August 10, 2022)

Minutes from the August 10, 2022, Lee County Claims Committee Meeting were approved as presented without modification.

V. Review and Approval of Bi-Weekly Claims

Marilyn Shippert logged into miViewPoint and initiated the review of 49 claims in the queue. The committee noticed that there are still invoices with sales tax and the County qualifies for tax-exempt status. Contact will be made with the Departments in an effort to correct the matter. There was also one claim that, although approved, had been charged to a personal credit card, with the employee submitting a claim for reimbursement. 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 procedures.

VII. New Business

There were no items under new business.

VIII. Executive Session

There was no request for executive session.

IX. Adjournment

Motion to adjourn at 10:33 a.m. **Moved** by Mike Zeman. **Second** by Marilyn Shippert.
Motion passed unanimously by voice vote.

Motion to adjourn at 10:11 a.m. **Moved** by Mike Zeman. **Second** by Marilyn Shippert.
Motion passed unanimously by voice vote.

The next scheduled meeting for the Lee County Claims Committee is
9:00 a.m., on Wednesday, September 7, 2022.