



Lee County Claims Committee Minutes

Lee County, Illinois

Oct 5, 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 9:00 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

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

III. Meeting Attendees and Visitors

Becky Brenner (Board Secretary), Paula Meyer (Treasurer), Paul Rudolphi (Chief Deputy Treasurer), and Debbie Robertson (Deputy Treasurer) were all briefly present at different times during the meeting to help the committee look up prior invoices and answer questions regarding procedures.

IV. Approval of the Minutes from the Previous Meeting (September 21, 2022)

Minutes from the September 21, 2022, Lee County Claims Committee Meeting stood as presented without modification.

V. Review and Approval of Bi-Weekly Claims

Mike Zeman logged into miViewPoint and initiated the review of 65 claims in the queue. The committee forwarded all claim invoices to the Full County Board for ratification. One claim for SHI was modified and then approved by the committee to include freight charges. The Department Head was contacted before the change was made. Another claim was rejected because not all invoices were attached. 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 10:37 a.m. **Moved** by Mike Zeman. **Second** by Marilyn Shippert.
Motion passed unanimously by voice vote.

The next meeting of the Lee County Claims Committee is scheduled for
9:00 a.m., on Wednesday, October 19, 2022.