



# Lee County Claims Committee Minutes

Lee County, Illinois

Jul 6, 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

The meeting was called to order at 8:58 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 alternates attended. Marilyn Shippert and Mike Zeman were present in person.

## III. Meeting Attendees and Visitors

Jennifer Boyd (Assessor), Joy Pitman (Chief Deputy in the Assessment Office), and Becky Brenner (Board Secretary) were present in person.

## IV. Approval of the Minutes from the Previous Meeting (June 22, 2022)

The minutes from the June 6, 2022, Lee County Claims Committee Meeting were approved without modification.

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

Marilyn Shippert logged into miViewPoint and initiated the review of 42 claims in the queue. One claim was left in the queue because it is usually billed through a different vendor. A phone call was made to the department for clarification. The matter is being researched and will be addressed at the next meeting on July 20, 2022. The committee forwarded all other claim invoices for full County Board ratification.

## VI. Old Business

### A. Developing Claims Procedures

Marilyn Shippert walked Jennifer Boyd and Joy Pitman through a brief demonstration of how the claims appeared in the queue and how the approval process works with the new software.

## VII. New Business

There were no items under new business.

VIII. Executive Session

No executive session was requested.

IX. Adjournment

**Motion** to adjourn at 10:12 a.m. **Moved** by Mike Zeman. **Second** by Marilyn Shippert.  
**Motion** passed unanimously by voice vote.

The next Lee County Claims Committee Meeting will be  
9:00 a.m., on Wednesday, July 20, 2022