



Lee County Claims Committee Minutes

Lee County, Illinois

Mar 9, 2022 at 9:00 AM CST

Old Lee County Courthouse, Third Floor Committee Room, 112 E 2nd St, Dixon, IL 61021

I. Call to Order

Meeting was called to order at 9:03 a.m., by Chair Marilyn Shippert

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

Members Dave Bally and Bill Palen were absent. All other members were present in person.

III. Meeting Attendees and Visitors

Wendy Ryerson (Administrator), Sam Schmitt (Treasurer's Office Rep), and Paula Meyer (Treasurer).

IV. Approval of the Minutes from the Previous Meeting (February 23, 2022)

Minutes from the February 23, 2022, Lee County Claims Committee meeting were approved without modification.

V. Review and Approval of Bi-Weekly Claims

Chair Shippert logged into MiViewPoint and initiated the review of the 55 claims in the queue. Upon review and discussion, the Committee forwarded all appropriate invoices for full Board ratification.

VI. Old Business

A. Developing Claims Procedures

The Committee continued to work through the development of claims procedures as they learn to navigate the new software.

VII. New Business

Treasurer Paula Meyer distributed and reviewed a document she has named the "Budget DeMystifier". This document is intended to 1) "de-mystify" by explaining the coding system used to track the revenues and expenses of the county, and 2) give Lee

County Board Members (and all other interested parties) an understanding of the restrictions and intended uses of the revenues collected by the county.

The document identifies the key funds, who has the spending authority for the fund, what is the source of revenue, an overview of what the fund can be used for, and the statutory reference of the fund.

The Committee thank Paula for compiling the document, noting that it will be a critical source document for the Claims Committee. Member Zeman requested the document be put into the Onboard Resource Directory for future reference.

VIII. Executive Session

No Executive session requested.

IX. Adjournment

Motion to adjourn at 11:11 a.m. Moved by Mike Zeman, Seconded by Marilyn Shippert. Motion carried.

The next meeting of the Lee County Claims Committee is scheduled for 9:00 a.m., on Wednesday, March 23, 2022.