



# Lee County Claims Committee Minutes

Lee County, Illinois

Mar 23, 2022 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Committee Room, 112 E First 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

Dave Bally was absent. All other members were present in person.

## III. Meeting Attendees and Visitors

Paula Meyer (Treasurer), Sam Schmitt (Treasurer's Office Rep), and Becky Brenner (Board Secretary).

## IV. Approval of the Minutes from the Previous Meeting (March 9, 2022)

Minutes from the March 9, 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 the 46 claims in the queue. One (1) claim was rejected because the order acknowledgement was attached instead of the invoice. Another claim was rejected because it was a duplicate payment. The Committee forwarded all other appropriate invoices for full County 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 through the new software.

## VII. New Business

No items for new business.

## VIII. Executive Session

No executive session requested.

## IX. Adjournment

**Motion** to adjourn at 10:07 a.m. **Moved** by Bill Palen. **Second** by Mike Zeman. Motion carried unanimously by voice vote.

The next meeting of the Lee County Claims Committee is scheduled for 9:00 a.m., on Wednesday, April 6, 2022.

