

**Tracking Form - Audit Committee
Open Meeting Items**

	Submitted to Committee by (name):	Date sent to Committee	Description of Topic	Action to be Taken	Date Due to AC	Extensions	Revised Due Date to AC	Item Complete? (Y/N)
1	Mr. Schwind	3/11/2019	Provide the savings CA realizes by participating in the Inter-County Broadband Network.	Ms. Krabbe to respond.	June 2019 AC meeting			Y - Memo attached to the open tracking log provided to the AC on 4/1/19 (with draft minutes from the March 2019 AC meeting).
2	AC members	3/11/2019	Provide the cost impact of the minimum wage increase.	Ms. Krabbe to respond.	June 2019 AC meeting			Y - Memo attached to the tracking log (provided with the June 2019 AC meeting backup materials).
3	Mr. Redmond	3/11/2019	Determine if the 24-month time limitation language is standard in audit engagement letters.	Ms. Krabbe to respond.	June 2019 AC meeting			Y - Memo attached to the open tracking log provided to the AC on 4/1/19 (with draft minutes from the March 2019 AC meeting).
4	Ms. Thomas	3/11/2019	Provide a cost/benefit analysis of collections efforts for past due membership fees (based on a part-time position dedicated to collections).	Ms. Tuma to respond.	June 2019 AC meeting	-	-	N/A - Part-time dedicated position was discontinued Aug 2018; since then, collections efforts are incorporated into several team members' duties.