

Please Sign in

7/21/2025

Kaitlin Bessitt
Teresa Baulen
Angela Merkley



2025-07-21
EB Mtg.
[Signature]

Agenda
Clark County Election Board
Monday, July 21, 2025
4:45 P.M
Clark County Judicial Center
501 E Court Ave Room 139
Jeffersonville, IN 47130

1) CALL TO ORDER

2) APPROVAL OF MEETING MINUTES

June 30, 2025

3) NEW BUSINESS

a. New Campaign Finance Enforcement Standard Operating

Procedures and Checklist

4) OLD BUSINESS

→ website Portal for Records & Minutes

a. Campaign Finance Complaint Update

5) PUBLIC COMMENT

6) ADJOURNMENT

Clark County Clerk's Office

Standard Operating Procedure (SOP): Processing CFA Campaign Finance Reports

1. Report Receipt

- Accept CFA-4 via in-person, mail, or electronic submission.
- Time-stamp the report with the date and time of receipt.

2. Preliminary Review

- Confirm the document is a CFA-4 and determine the report type (Pre-Election, Pre-Primary, Annual, Final/Disbanding).
- Verify all necessary pages are included: Summary Sheet, Schedule A (Contributions), Schedule B (Expenditures) and any other Schedules that are submitted.

3. Detailed Audit

- Assign a staff member to complete the Campaign Finance Audit Checklist.
- Review for completeness and accuracy: correct dates, contribution/expenditure details, reporting period, and balances.
- Cross-verify contributions and expenditures with summary totals.

4. Classification of Report

- If complete and accurate, mark as 'Filed – Complete'. Log and file report both physically and digitally.
- If suspected to be defective, mark as Suspected Defective on the checklist and submit to the Election Board with notes.
 - If suspected to be defective, staff will notify the Committee of the alleged defect and inform them of when the Election Board will review their report.

5. Election Board

- The Board will be given all CFA's that were suspected defective/delinquent by the Clerk's Office Audit sheet to review including the audit checklist
- Present the case during the next scheduled board meeting.
- Board can then vote to declare the forms delinquent or defective and choose to notify the committee.
- If willful or fraudulent behavior is suspected, board may refer the matter to the county prosecutor under IC 3-14-1-13 or IC 3-14-5-3.

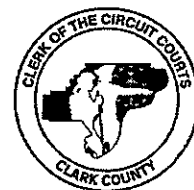
7. Post-Meeting Action

- If board votes delinquent, send written notice of board decision to the committee notifying them of that they must submit a completed form immediately upon receiving the notice and explain they are subject to fines of \$50 a day up to \$1,000 starting the day the form was required to be submitted.
- If board votes defective, send written notice of board decision to the committee notifying them that they must submit a corrected form within 5 days of them receiving the notice and explain that if they do not submit a corrected form within those 5 days, they will be subject to fines of \$10 a day up to \$100.
- Update internal records to reflect decision and archive all documents.
- Deposit any civil penalties into the county campaign finance enforcement fund (if applicable).

9. Ongoing Public Reporting

- Maintain and update the list of delinquent or defective filers for public inspection.
- Ensure transparency in enforcement by documenting enforcement actions taken by the board.

Clark County Clerk's Office



Campaign Finance Checklist

Review Sheet for CFA-4

Committee/Candidate Name: _____

1. Summary Sheet

- ☐ Yes ☐ No Committee Information filled out. (Boxes 1-6)
- ☐ Yes ☐ No Candidate Information filled out (Boxes 7-10)
- ☐ Yes ☐ No Type of report filed (e.g., Pre-Election, Annual, Final/Disbanding) (Box 11)
- ☐ Yes ☐ No Reporting period is correct for report type (Box 12)
- ☐ Yes ☐ No Beginning balance of reporting period matches previous report's ending balance (Box 13)
- ☐ Yes ☐ No Box 14 matches previous annual ending balance
- ☐ Yes ☐ No Contribution and Receipts section filled out and matches all Schedule A forms (Box 15-16)
- ☐ Yes ☐ No Box 17a Matches all Schedule B totals
- ☐ Yes ☐ No Box 18 has correct total
- ☐ Yes ☐ No Report filed by noon on deadline day (check timestamp)
☐ If not, what day was it filed with the office? _____

2. Contribution Review (Schedule A-1 through A-5)

- ☐ Yes ☐ No Contributions listed with **full name, address**, and occupation if applicable only.
- ☐ Yes ☐ No Type of Contribution or other receipt is filled out completely
- ☐ Yes ☐ No Date Received filled out and within reporting period
- ☐ Yes ☐ No Contributions received by authorized recipients only (IC 3-9-4-16(a)(4))
- ☐ Yes ☐ No Subtotal at bottom of pages is correctly added
- ☐ Yes ☐ No Schedule A-2 Column B has no contribution over limit (\$2,000.00)
List pages and contributors with errors, attach separate page if needed:

3. Expenditure Review (Schedule B)

- ☐ Yes ☐ No Expenditures list recipient's name and mailing address with correct expenditure code (C, F, A, O)
- ☐ Yes ☐ No Type of expenditure and purpose of expenditure filled out
- ☐ Yes ☐ No Subtotal at bottom of page is correctly added from column A
- ☐ Yes ☐ No Date of expenditure listed and within reporting period
List pages and expenditures with errors, attach separate page if needed:

4. Recommended Action

- [] No issues; report filed as Complete
- [] Suspected Defective/Delinquent - refer to County Election Board for further action

Next Election Board Date: _____

Committee Contacted: _____

Staff Notes

Staff Signature _____

Clark County Election Board

Andrew Steele
Chairman, Democrat Appointee

Tony Singleton
Republican Appointee

Ryan Lynch
Board Secretary, County Clerk

Ryan Lynch

From: Klutz, Zachary E. <zklutz@taftlaw.com>
Sent: Wednesday, July 16, 2025 11:47 AM
To: Ryan Lynch
Cc: Angela Cornett; tonesing@icloud.com; Andrewosteele@gmail.com
Subject: RE: Request for 2023 Bank Statements – Campaign Finance Complaints
Attachments: ZKlutz bank statement request.pdf

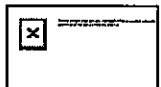
All,

Please allow this email to serve as our acknowledgment of receipt of the attached correspondence from the Election Board. We appreciate the additional explanations underlying the Board's request for bank statement information of the campaign committees and we are in the process of discussing this matter with our clients. Following such discussions, we plan to provide the Board a more detailed response once we have a handle on the scope of responsive bank information that needs to be gathered. All that to say, our client is undertaking a good faith effort to comply with this latest request.

In addition, when we provide the Board a more substantive response, we would also like to discuss our client's concern for maintaining the confidentiality of any responsive submission. While we recognize the Board's required compliance with Indiana's Access to Public Records Act, we intend to direct the Board to certain exceptions we believe are applicable to this financial information under both IC 5-14-3-4(a) and (b).

Again, thanks for the correspondence and a further update to the Board will be provided after our discussions with the campaign committees.

Zach



Zachary E. Klutz

Partner

ZKlutz@taftlaw.com

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Tel: 317.713.3500 | Fax: 317.715.4547

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Indianapolis, Indiana 46204-2023

Taft Bio

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From: Ryan Lynch <rlynch@clarkcounty.in.gov>

Sent: Monday, July 14, 2025 12:34 PM

To: Klutz, Zachary E. <zklutz@taftlaw.com>

Cc: Angela Cornett <acornett@clarkcounty.in.gov>; tonesing@icloud.com; Andrewosteele@gmail.com

Subject: RE: Request for 2023 Bank Statements – Campaign Finance Complaints

Please find the response from the election board in the attached document.

Another copy will be in the mail.

Ryan Lynch

Clark County Clerk

Clark County Judicial Center

501 East Court Ave Room 137

Jeffersonville, IN 47130

812-285-6244 TEL

812-285-6372 FAX

RLynch@clarkcounty.IN.gov

Visit us at www.clarkcountyclerk.in.gov

From: Klutz, Zachary E. <zklutz@taftlaw.com>

Sent: Friday, June 6, 2025 9:57 AM

To: Ryan Lynch <rlynch@clarkcounty.in.gov>

Cc: Angela Cornett <acornett@clarkcounty.in.gov>; tonesing@icloud.com; Andrewosteele@gmail.com

Subject: RE: Request for 2023 Bank Statements – Campaign Finance Complaints

Good morning, Ryan.

We've reviewed the Election Board's latest request below and have also discussed with our clients.

As I believe our clients have done throughout this lengthy process, they desire to be cooperative and accommodating. However, as we review the complaint as well as each of our clients' prior responses submitted to the Election Board to date, we believe each allegation has been adequately and fully addressed without the need for further submissions. In that regard, we'd like to understand the Board's reasoning for this latest request and/or a more detailed explanation as to how bank statements will assist the Board in reaching a decision on the pending complaint considering the submissions made by our clients address – and we believe resolve – each allegation contained therein.

Again, our clients desire to be accommodating in accordance with what is reasonable and statutorily required and this correspondence is not meant to serve as our clients' response that they don't intend to cooperate further. We'd simply like to understand the Board's rationale for this latest request and how the provision of bank statements will lead to a path of finally resolving this long pending matter. Further, the request does put time burdens on our client as the respective committees maintain bank accounts at different banks and the committees also have new Treasurers. For this additional reason, we'd like to understand or otherwise confirm the necessity of this latest request.

Finally, if our clients' bank statements are ultimately provided, we would like to discuss procedures and have assurances from the Board to ensure they remain confidential and not publicly available.

Thank you for your attention and consideration; we look forward to hearing back from the Board.

Zach