

County Election Board Meeting

August 19, 2026 at 1:00 pm

Transcript

The meeting began with the Pledge of Allegiance and approval of previous meeting minutes. The group discussed changes to early voting locations, including switching sites for the first and second Saturdays in October. They approved the appointment of Susan Shackelford and Cyndi Harris as absentee board members. The Public Test for voting equipment was scheduled for September 28, 2026 at 1:00 PM. Election preparation updates included finalizing absentee applications and ballot proofreading. The group also discussed the need for additional printers and generators for election day. The meeting concluded with no public comments and no objections to adjournment.

Action Items

- [] Implement the approved early voting schedule changes, including moving Saturday early voting locations and adjusting times (Moorfield/Patriot on Oct 24, 2026, East Enterprise on Oct 31, 2026, Tech Center all three mornings on Halloween, and courthouse hours on Election Day).
- [] Formally appoint Susan Shackelford and Cyndi Harris as the Absentee Board for processing mailed-in absentee ballots and applications.
- [] Coordinate and conduct the public voting equipment test on Monday, September 28, 2026 at 1:00 p.m., ensuring all machines are set up downstairs, running a mock election, and testing every piece of equipment plus backup units.
- [] Finish printing the general election information flyers today and distribute them to bulletin boards, restaurants, gas stations, and other local locations so voters know early voting and Election Day dates and times.
- [] Mail out absentee ballot applications on Friday, September 18, 2026, using the Indiana Election Division-approved mailing date.
- [] When the new ballots are returned from the vendor, assemble staff and the two board members to review and proofread the ballots before they are finalized.
- [] Design and print signage announcing the September 28, 2026 public voting equipment test (time, date, and purpose) to promote attendance at the event.
- [] Email the Republican and Democratic party chairs today to request poll worker lists for the general election and ensure those lists are received by September 18, 2026.
- [] Ensure the five new sticker printers are delivered and tested before election day so each early voting location has its own front-end printer with an extra unit available as backup.

Outline

Pledge of Allegiance and Meeting Call to Order

- Will Johnson calls the meeting to order and Karin Dutkiewicz requests the Pledge of Allegiance.
- Everyone recites the Pledge of Allegiance.
- Tom Conroy comments on the frequency of the Pledge of Allegiance in meetings.
- Will Johnson moves to approve the previous meeting minutes from May 18, 2026, and Karin Dutkiewicz seconds the motion.
- All ayes are in favor, and the minutes are approved.

Proposal for Early Voting Locations

- Will Johnson introduces a proposal for changing early voting locations due to an event at East Enterprise Fire Department.
- Karin Dutkiewicz explains the current and proposed changes, including switching locations for the first and second Saturdays in October and moving Tech Center from 2:00pm – 6:00pm on October 31, 2026 to 8:00am - 12:00pm due to Halloween.
- Tom Conroy questions the last time we made changes.
- Karin Dutkiewicz explains the history of changes, including the 2024 general election, and makes a motion to approve the changes.
- The motion is seconded, and all ayes are in favor. The changes are approved.

Appointment of Absentee Board Members

- Karin Dutkiewicz discusses the need to appoint an absentee board to verify signatures and approve ballots.
- Will Johnson and Tom Conroy agree on the appointment of Susan Shackelford and Cyndi Harris as absentee board members.
- Karin Dutkiewicz confirms that the appointment includes both applications and ballots.
- A motion to approve the appointment is made, seconded, and all ayes are in favor.

Public Test for Voting Equipment

- Will Johnson announces the Public Test for voting equipment set for September 28, 2026.
- Karin Dutkiewicz explains the process, including setting up equipment and conducting a mock election.
- Will Johnson and Karin Dutkiewicz agree on a start time of 1:00 PM.
- The public test is confirmed for September 28, 2026 at 1:00 PM.

Election Preparation Updates

- Switzerland County Deputy Clerk/Voter Registration representative Nichole Scott provides updates on general election preparation, including distributing information about voting times and processing absentee applications.
- Karin Dutkiewicz mentions sending files to the vendor for ballot printing and the importance of proofreading the ballots.
- Nichole Scott confirms the approval of names by the Indiana Election Division and the posting of the master list on the website.
- Karin Dutkiewicz and Will Johnson discuss the need for printed materials to promote the Public Test.

Absentee Ballots and Poll Workers

- Nichole Scott mentions emailing the Republican and Democratic parties for poll worker lists.
- Karin Dutkiewicz explains the need for fewer poll workers during early voting and the full staff during election day.
- Karin Dutkiewicz and Will Johnson discuss the use of the sheriff position and the availability of emergency supplies and generators.
- Karin Dutkiewicz orders five new sticker printers for use during the election.

Public and Board Member Comment and Adjournment

- Will Johnson opens the floor for public comment, but no one from the public speaks.
- Tom Conroy makes a light-hearted comment about the food.
- Will Johnson confirms that all matters have been covered and adjourns the meeting.