

Election Board Meeting

April 30, 2026

Overview

The meeting began with the approval of previous minutes. Key points included the primary election on May 5 and the general election on November 2, with poll workers training starting January 6. The board approved the list of poll workers and a resolution to start scanning ballots at 6 AM on election day. They discussed the logistics of opening and sorting ballots, emphasizing the importance of maintaining secrecy. Absentee ballot applications totaled 46, with 30 returned. Early voting turnout was lower than expected, but no issues were reported. The meeting concluded with a motion to adjourn.

Action Items

- [] Ensure that all absentee ballots are sorted by precinct tomorrow, May 1, 2026 and then returned to their respective bags, without opening them, in order to preserve ballot secrecy.
- [] Election board to be at the polling location at 6:00 a.m. on election day and return to the central counting location by 8:00 a.m. to help set up the absentee ballot opening and scanning process.
- [] Set up and test the ballot scanners at the central counting location so they are ready to scan ballots starting at 6:00 am on election day.
- [] Use the two ballot scanners (one for early-voting ballots and one for mail-in ballots) to scan all early-voting and mail-in ballots at the central counting location starting at noon on election day.
- [] Staff the courthouse absentee voting location with two clerks during the week and four clerks on Saturday early voting, and ensure that the polling location on Election Day is fully staffed with one inspector, two judges, and two clerks.
- [] Coordinate with the county garage to continue assisting with transportation of election equipment and materials this weekend.

Outline

Approval of Previous Meeting Minutes and Election Planning

- Will Johnson calls the meeting to order and leads the Pledge of Allegiance.
- Will Johnson reads the highlights of the previous meeting minutes, including the primary and general election dates, poll workers training, and candidates filing dates.
- Karin Dutkiewicz makes a motion to approve the minutes with a correction to the spelling of "CEATS program." The motion is seconded and approved.

Approval of Poll Workers and Resolution for Early Scanning

- Karin Dutkiewicz presents a list of poll workers for the upcoming general election and makes a motion to approve it. The motion is seconded and passed.
- Karin Dutkiewicz discusses the need to start scanning ballots at 6am on election day and presents a resolution for the Switzerland County Board of Elections to establish a central counting location.
- Will Johnson makes a motion to accept the resolution, which is seconded and passed.
- Discussion on the logistics of opening and scanning ballots, with a consensus to sort ballots by precinct but not open them until 6am on election day.

Logistics for Election Day and Equipment Preparation

- Karin Dutkiewicz outlines the plan for starting the counting process at 6am, including the roles of different team members and the use of scanners.
- Discussion on the equipment and logistics for early voting and mail-in ballots, with a plan to have scanners ready for use.
- Karin Dutkiewicz provides an update on the status of absentee ballots and early voting turnout, noting that all equipment and materials are prepared and ready for distribution.
- Karin Dutkiewicz mentions the acquisition of a trailer for organizing and transporting election materials, which has streamlined the process.

Final Preparations and Adjournment

- Karin Dutkiewicz confirms that all poll workers have completed training and that a public test of the equipment was successfully conducted.
- The county garage is assisting with transportation of equipment and materials, and Nichole has organized everything by location for efficient pickup.
- Will Johnson and Karin Dutkiewicz discuss the smooth operation of the early voting process and the low turnout compared to expectations.
- Will Johnson asks if there is any new business to discuss, and the meeting is adjourned after a motion and second.