



**VOTER REGISTRATATION  
AND ELECTIONS  
City of Fairfax  
September 28, 2023  
Electoral Board Meeting Minutes**



**Director of Elections/General Registrar  
Brenda F. Cabrera**

**Electoral Board  
Chairman: James H. McCall  
Vice Chairman: Dennis J. Egan  
Secretary: Richard L. Herrington**

**September 28, 2023**

**PRESENT:**

Mr. James McCall, Chairman; Mr. Dennis Egan, Vice Chairman; Mr. Richard Herrington, Secretary; and Ms. Wannicha "Ike" Rojanapradith, Chief Deputy General Registrar (GR).

**CALL TO ORDER:**

The Secretary called the Electoral Board meeting for September 28, 2023, to order at 10:00 a.m.

**MEMBERS OF THE PUBLIC TO SPEAK**

Mr. Jeffrey White, former member of the Electoral Board, was present to speak. Mr. White extended his personal thanks to Ms. Brenda Cabrera, Director of Elections/General Registrar (DE/GR) for her professional performance while serving as the DE/GR, specifically her support of the Officers of Elections, the Electoral Board and the citizens of the City of Fairfax.

**APPROVAL OF ELECTORAL BOARD MEETING MINUTES FOR July 18, 2023**

The Vice Chairman moved that the minutes for the Electoral Board meetings of July 18, 2023, be approved as written. The Chairman seconded the motion and when the question was called, the motion passed unanimously.

**APPOINTMENT AS OFFICER OF ELECTION**

The deputy GR, Sean Rogers, presented to the Board three applications for officer of election appointment. After discussion, the Secretary moved that the three individuals applying for appointment as officer of election be approved. The Chairman seconded the motion and when the question was called, the motion passed unanimously.

**PROCEDURES FOR PROVISIONAL ENVELOPE (ELECT-653-7/2023) PROCESSING ON ELECTION NIGHT**

The Chief Deputy GR informed the Board that ELECT distributed new provisional envelopes (ELECT 653-7/2023) for immediate use and requested approval of a new GR procedure to properly process the new provisional envelopes. The Secretary moved that the recommended procedure for processing provisional envelopes (ELECT 653-7/2023) be approved. The Chairman seconded the motion and when the question was called, the motion passed unanimously.

**APPOINTMENT OF WANNICHA "IKE" ROJANAPRADITH AS DIRECTOR OF ELECTIONS/GENERAL REGISTRAR FOR THE CITY OF FAIFAX EFFECTIVE OCTOBER 2, 2023**

The Secretary noted the recent seven-week Electoral Board effort to FIND AND appoint a new DE/GR for the City of Fairfax determined that Ms. Rojanapradith was the best candidate. Following City of Fairfax HR guidance, Ms. Rojanapradith was offered the position and she recently agreed to accept appointment to the position of Director of Elections/General Registrar (DE/GR).



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The Secretary moved that Ms. Rojanapradith be appointed to the position of Director of Elections/General Registrar (DE/GR) for the City of Fairfax with a start date of October 2, 2023. The Chairman seconded the motion and when the question was called, the motion passed unanimously.

A swearing in ceremony will be conducted on October 2, 2023, at 2:30 p.m. at City Hall.

**ADA COMPLIANCE CHECKLIST FOR PRECINCTS**

The Secretary noted the need to conduct an ADA inspection of all precincts and report the findings to ELECT by October 16, 2023. Board members will survey precincts and provide the results of those surveys to the Secretary for additional processing.

**SCHEDULE FOR NOVEMBER GENERAL ELECTION**

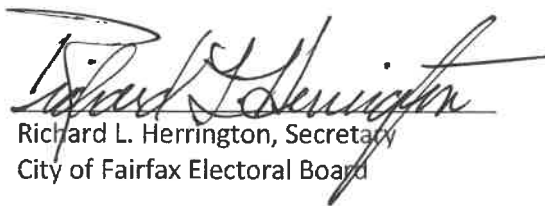
The Secretary distributed an EB procedures checklist for the November 7, 2023, general election. Board members will review the document and recommend changes as necessary to properly support the general election.

**NEW BUSINESS**

The Office of Elections has been discussing with City budget personnel the need to consider timely replacement of voting equipment (procured from Election Services Online – ESO – in 2015) now used; the equipment is eight (8) years old and approaching the end of its planned service life. The Electoral Board endorses actions of the Office of Elections necessary to ensure up-to-date voting equipment are made available to the citizens of the City of Fairfax.

**ADJOURNMENT**

The meeting adjourned at 10:30 a.m.

  
Richard L. Herrington, Secretary  
City of Fairfax Electoral Board