

**CITY OF NORWALK  
COMMUNITY SERVICES COMMITTEE  
SPECIAL MEETING MINUTES - JANUARY 21, 2026  
VIRTUAL MEETING VIA ZOOM**

**ATTENDEES:** Nicol Ayers (Chair), Jesse Buccolo, Broderick I. Sawyer, Anne Wennerstrand, Richard Dellinger, Brian Bailey, Jan Degenshein.

**STAFF:** Lamont Daniels, Chief of Staff, Keenan McMahon, Human Services Director, Deanna D'Amore, Director of Health, Darleen Hoffler, Supervisor of Clinical Services.

**I. CALL TO ORDER**

The meeting was called to order at 7:00 PM by Ms. Ayers.

**II. ROLL CALL**

Roll call was taken by Ms. Ayers and a quorum was present.

**III. PUBLIC PARTICIPATION**

There was no public participation.

**IV. ACCEPTANCE OF MINUTES**

**A. Special Meeting: June 18, 2025**

Ms. Ayers noted that this was a new council and that members who were not present at the June 18, 2025, meeting should abstain from voting.

**\*\* MS. AYERS MOVED TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF JUNE 18, 2025.**

**\*\* THE MOTION PASSED. THE MINUTES WERE APPROVED. ABSTENTIONS – MR. SAWYER, MS. WENNERSTRAND, MR. DELLINGER, MR. BUCCOLO (NOT PRESENT AT THE JUNE 18, 2025, MEETING).**

**V. DISCUSSION**

**A. New Human Services Director, Keenan McMahon**

Ms. Ayers introduced Ms. McMahon, the newly hired Human Services Director. Ms. McMahon addressed the committee and shared her professional background, including ten years of experience in nonprofits providing housing, employment, early childhood, youth, educational, mental health, and addiction recovery services; prior legal practice focused on family, children, and juveniles; and prior experience as an elementary school teacher in regular and special education. She expressed her enthusiasm for joining the City of Norwalk as a long-time resident

and her excitement to build on the successes of the Community Services model and the Human Services Division.

Ms. Wennerstrand welcomed Ms. McMahon and stated that her background and residency in Norwalk would make her a wonderful asset to the team.

Mr. Buccolo echoed the welcome, noted that Ms. McMahon has already facilitated meetings and comes highly recommended, and expressed appreciation for her experience as a former teacher.

Ms. Ayers thanked Ms. McMahon and stated that the committee was very excited to have her join the City of Norwalk.

## VI. ACTION ITEMS

### **A. Authorize the Mayor, Barbara C. Smyth, to execute agreements and amendments with CT State Community College – Norwalk for Health Department staff and volunteers to use space on CT State Norwalk campus for the Know Your Numbers health screening program on various dates between February 1, 2026 and December 31, 2026.**

Ms. D'Amore, Director of Health, presented the item. She explained that the Know Your Numbers program is a free community-based health screening offering blood pressure, A1C, BMI, and waist circumference measurements, along with health education, referrals, and follow-up. She noted that screenings were successfully held at CT State Community College – Norwalk last year with the highest attendance of all locations, and the department wishes to continue the program at this location throughout 2026. The agreement was previously reviewed by the Law Department.

**\*\* MR. DEGENSHEIN MOVED TO AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO EXECUTE AGREEMENTS AND AMENDMENTS WITH CT STATE COMMUNITY COLLEGE – NORWALK FOR HEALTH DEPARTMENT STAFF AND VOLUNTEERS TO USE SPACE ON THE CT STATE NORWALK CAMPUS FOR THE KNOW YOUR NUMBERS HEALTH SCREENING PROGRAM ON VARIOUS DATES BETWEEN FEBRUARY 1, 2026 AND DECEMBER 31, 2026.**

**\*\* THE MOTION WAS APPROVED UNANIMOUSLY.**

### **B. Authorize the Mayor, Barbara C. Smyth, to execute agreements and amendments with POC Network Technologies LLC d.b.a. TransactRx to provide billing services on behalf of the Norwalk Health Department beginning on the date of signing of the agreement and continuing for a duration of one year after which the agreement will renew automatically.**

Ms. D'Amore presented the item and introduced Ms. Darleen Hoffler, Supervisor of Clinical Services. Ms. Darleen Hoffler explained that the department uses the TransactRx system to submit claims and determine eligibility for adult and childhood immunization programs. The system expedites submissions and reduces the need for additional staff. The cost is budgeted and typically under one dollar per claim, with invoices issued by TransactRx or offset against revenue.

Ms. Wennerstrand asked if there was any invoicing and how it was paid. Ms. Darleen Hoffler and Ms. D'Amore confirmed that the department is invoiced per claim and that the expense is covered within the existing budget, often offset by revenue.

**\*\* MR. SAWYER MOVED TO AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO EXECUTE AGREEMENTS AND AMENDMENTS WITH POC NETWORK TECHNOLOGIES LLC D.B.A. TRANSACTRX TO PROVIDE BILLING SERVICES ON BEHALF OF THE NORWALK HEALTH DEPARTMENT BEGINNING ON THE DATE OF SIGNING OF THE AGREEMENT AND CONTINUING FOR A DURATION OF ONE YEAR AFTER WHICH THE AGREEMENT WILL RENEW AUTOMATICALLY.**

**\*\* THE MOTION WAS APPROVED UNANIMOUSLY.**

## **VII. ADJOURNMENT**

**\*\* MR. SAWYER MOVED TO ADJOURN THE MEETING.**

**\*\* THE MOTION WAS APPROVED UNANIMOUSLY.**

The meeting adjourned at approximately 7:19 PM.

### **UPCOMING MEETING**

February 18, 2026

Respectfully Submitted,  
Courtney Baldwin,  
Recording Secretary