

**CITY OF NORWALK
BOARD OF HEALTH
REGULAR MEETING
FEBRUARY 24, 2026**

ATTENDANCE: Frank Ehrlich, MD, Kenneth Lalime, RPh, Joan McNiel, DNP, Norman Weinberger, MD, Deanna D’Amore, Director of Health

OTHERS: Aniela Fignon, Project Coordinator

I. CALL TO ORDER

Ms. D’Amore called the meeting to order at 8:01 a.m.

II. ROLL CALL

Ms. D’Amore called the roll.

III. ACCEPTANCE OF THE MINUTES

A. Regular Meeting: November 25, 2025

Dr. Ehrlich moved to approve the minutes. Mr. Lalime seconded. The motion passed unanimously.

IV. PUBLIC PARTICIPATION

There was no public participation.

V. HEALTH DEPARTMENT POLICIES

Ms. D’Amore introduced the meeting’s focus on Health Department policies and the “Policy Management Policy,” including background on the department’s policy and procedure development process and board review/approval role.

VI. POLICY MANAGEMENT POLICY

Staff presented an overview of the Health Department’s policy management process and proposed revisions to the Policy Management Policy. The presentation outlined the department’s system for tracking approximately 25 active policies, including identification of responsible positions/divisions, review timelines, status notes, and use of a structured review schedule to manage workload. These detailed processes were updated when the health department began

planning for the Public Health Accreditation Board. Policies are reviewed on a five-year cycle and developed in collaboration with relevant supervisory and subject matter staff to ensure alignment with current practice and applicable mandates. A standardized template is used to maintain consistency across policies prior to Board of Health review and approval.

The proposed revisions include clarified definitions of “policy” and “procedure,” expanded scope guidance, updated background and purpose language, and formalized processes for creating, revising, and decommissioning policies. Staff also described strengthened internal review procedures to ensure that staff members named in a policy have the opportunity to provide feedback prior to finalization, as well as updated communication procedures when changes materially affect staff operations. The revised policy also addresses lifecycle management, including circumstances in which certain policies may be converted to protocols or guides when more appropriate.

Board discussion centered on proposed language permitting updates to procedures without Board approval. While members acknowledged the need for operational flexibility for technical or administrative updates, concerns were raised regarding phrasing that could imply policy changes without Board oversight. Board members requested revised language to clearly distinguish between Board-approved policy intent and procedural or technical adjustments. Suggestions included avoiding the term “real time” and considering Medical Director authorization for urgent situations. Staff will return at the next meeting with revised language for further review. Board members indicated agreement with the remaining proposed revisions.

VII. BUDGET UPDATES

Ms. D’Amore reported the department is in budget season. The Mayor’s recommended budget (and CFO recommendation) currently includes what the department requested. The next step will be presentation to the Board of Estimate and Taxation (BET), where Ms. D’Amore will review the budget proposal line-by-line.

Ms. D’Amore noted there were no capital budget requests this year; requests are operating-related. Ongoing capital projects continue in coordination with building management.

VIII. REPORTS

A. Director’s Report

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Ms. D'Amore provided an update on recent work related to relocation assistance under the Connecticut Uniform Relocation Assistance Act. The department coordinated with multiple city departments and partners regarding a 240-unit apartment building relocation caused by an incident involving the building's indoor domestic water supply line, impacting essential life/safety systems. Most residents were able to return within four days, and the department continues coordination and follow-up.

Ms. D'Amore stated that the Health Department is responsible for administering relocation assistance in Norwalk and has sought additional resources through the BET due to the scale of the incident. Board members asked clarifying questions about why residents were displaced, which agency deemed the building unfit for occupancy, and the Health Department's role; Ms. D'Amore explained that it can involve fire/building/health depending on code issues. The department has also supported housing code-related occupancy coordination as residents return.

IX. DISCUSSION

Mr. Lalime asked about a prior "TB issue," then clarified they were mixing issues; no additional discussion followed.

X. ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:51 a.m.

Respectfully submitted,
Jada Caballero