**PANDAS/PANS Advisory Council Education Work Group Meeting**

May 2, 2022, 5:00 pm

Via Zoom

**Present:** **(Edit to include only present work group members)** Karen Colwell, PTA; Lisa Grisolia; Michelle Pinto, MSN, RN; Kathleen Maher, MS-PHCNS, RN;

1 non-work group attendee: Jennifer Whelan; audio only

**Meeting Agenda (should match the public meeting notice agenda)**

1. Welcome and Roll Call
2. Review rules and procedures of workgroup
3. Discuss group responsibilities
4. Discuss Environmental Scan (Baseline, Gap analysis, Identify Strengths & Weaknesses)
5. Prioritize
6. Plan a timeline for goals of workgroup
7. Adjourn meeting

**Meeting Minutes**

1. Welcome and Roll Call

* Roll call attendance completed.

1. Discussion about Open Meeting Law and Work Group Guidelines

* Work groups must comply with the Open Meeting Law – all group members previously sworn to follow the law as part of the council.
* The Advisory Council has established work group guidelines. The documents were shared with the group prior to the meeting via. email and were shared with the group via. Screen Share today. Work group guidelines and roles were reviewed.
* Work group members agreed via. roll call, all members confirming with “Yea”

5:38 pm – Kate Maher joined the meeting and confirmed that she agrees to the Open Meeting Law and Work Group Guidelines with “Yea”

1. Discussion about Work group responsibilities and goals

* Current goal is to complete a baseline environmental study.
* After the baseline is complete, we will move forward with looking at the educational gaps
* For future meetings: Discuss gaps and priorities; and strengths and weaknesses

1. Discussion about Baseline Environmental Study regarding Education

* The committee reviewed the draft environmental study that was provided by the council
* The committee brainstormed education topics via. service location and created an outline for the environmental study
* Brainstorming regarding educational sources and resources
* It was decided that each work group member would investigate a section of the outlined environmental study; will include items from draft environmental study but may reorganize the document to match the outline created by work group today
* Division of topics as follows: Education in the School Setting assigned to Kate Maher; Education in the Community including Parents, Siblings, Family Members assigned to Karen Colwell; Education to the Medical Community assigned to Michelle Pinto; Education in the Judicial System and Insurance System assigned to Lisa Grisolia. In addition, Lisa Grisolia will share resources and experience in educating across settings.
* Timeline: Group members will complete their exploration by Monday May 9 so the draft baseline environmental study can be compiled and ready to be shared with the council on May 11. Group members will share their findings via. Google doc and Michelle Pinto will compile the findings into a single draft report
* Michelle Pinto volunteered to present the baseline study to the committee on May 11

1. Discussion about Next Work Group Meeting

* Our next Education Work Group Meeting is scheduled for Monday, June 6, 5:00 – 7:00 pm

1. Vote to Adjourn Meeting

* Motion to adjourn by Karen Colwell; 2nd by Michelle Pinto
* Meeting adjourned at 6:41 pm

Meeting minutes respectfully submitted by Michelle Pinto, May 2, 2022