**PANDAS/PANS Inaugural Advisory Council Meeting**

**Meeting Minutes**

September 29, 2021, 10:00 – 11:00 AM

Via WebEx Event

**Present:** Elaine Gabovitch, MPA, PANDAS/PANS Advisory Council Chair; Representative Josh Cutler; Margaret Chapman, RN, MSN, PMHCNS-BC; Karen Colwell, PTA; Sylvia Fogel, MD; Sheilah Gauch, LICSW, Med; Melissa Glynn-Hyman, LICSW; Lisa Grisolia; Kathleen Maher, MS-PHCNS, RN; Melissa McCormack, MD; Mark Pasternack, MD; Michelle Pinto, MSN, RN; Blake Poggi, MA, CCC-SLP; Jennifer McCormack Vitelli, MBA; Kyle Williams, MD, PhD; Yujuan (Julia) Zhang, MD; Sophia Apostola, DPH; Nichole Roos, DPH; Betsy Day, CHTA; Casey Hall, CHTA

**Meeting Agenda**

1. Welcome & Introductions
2. Open Meeting Law and Conflict of Interest Policy
3. Overview of the Council’s Charge and Deliverables
4. Council Expectations
5. Next Steps (meeting schedule)
6. Adjournment

**1.Welcome and Introductions (slides 2-6)**

Elaine Gabovitch, PANDAS/PANS Advisory Council Chair called the meeting to order and welcomed Representative Josh Cutler and the Advisory Council. Representative Cutler spoke briefly about his commitment to PANDAS/PANS and the work that is being by him and others. Then Elaine Gabovitch stepped in to review the meeting Agenda, Review the Meeting Rules and go around with Introductions.

**2. Open Meeting law and Conflict of Interest Policy (slides 7-20)**Sophia Apostola, DPH Council, provided an overview of the **Open Meeting Law (OML) and Conflict of Interest (COI)**. She highlighted key points and provided examples to help the Advisory Council understand the OML and to avoid violations to the law.

**OML topics**

* Open Meeting Law (OML) – purpose is transparency in government.
* Deliberation overview – what it is, how defined, and what is and is not involved.
* Posting Notice of Meetings – put on website 48 hours before the meeting.
* Quorum definition and application to PANDAS/PANS Advisory Council.
(15 members, ½ of 15 members + 1), 8 members = quorum)
* Avoiding OML Violation- best practice recommendations.
* Remote participation, chapter 20 of the Acts of 2021.
* Public Meetings review of miscellaneous information and facts.

**Conflict of Interest Law (COI) topics**

* Review of COI law, M.G.L. c.268A and “what not to do” to stay within the law.
* Contact Attorney of the Day at (617) 371-9500.
* COI Training Requirements and links to training, State Ethics Commission, COI law summary and regulations, including the Office of the Attorney General Open Meeting Law website and guide.

**3.Overview of the Council’s Charge and Deliverables (slides 21-24)**

Elaine Gabovitch, Chair (designee of the Commissioner of DPH) reviewed the following with the Advisory Council

* **Statutory Authority**, Section 26 of Chapter 260 of the Acts of 2020, Advisory Council to advise the Commissioner on *research, diagnosis, treatment, and education* relating to pediatric autoimmune neuropsychiatric disorder associate with streptococcal infections and pediatric acute neuropsychiatric syndrome (PANDAS/PANS).
* **Statutory Requirements** – the council is required to create an annual report to the DPH Commissioner with recommendations: *practice guidelines, screening protocols, clinical awareness and education, outreach to educators and parents, development of a network of volunteer experts.*
* **Council may** request information and assistance from all State Agencies, and may accept and solicit funds.

**4. Council Expectations (slides 25-32)**

* Each member of the council will serve for a term of 3 years without receiving compensation.
* **Voting and Meeting Notes –** depending on the agenda, votes may be needed, voting results, main actions taken, and decisions will be recorded in the meeting notes. Meeting notes will be posted on the Council landing page on mass.gov.
* **A working Council** – will work during meetings to create an annual report with recommendations.
* **The Work Ahead** – Council members will exchange experience and expertise and establish identity as an Advisory Council before moving on to the Council work. Review of the Logic Model Aim Statement template, and project Charter template.

**5. Next Steps (slides 33-34)**

* Two 2-hour monthly meetings in October and November. Members will receive two Doodle Polls with available meeting times for each month.
* Bi-monthly meetings start in January 2022 to begin the work.
* The Council will meet until it determines its work is complete.

**6.Adjournment (slide 35)**

* Vote to Adjourn meeting – received 2 motions to adjourn.

**Some notes**
1. Attendance was high with 14 out of 15 Council members in attendance. Quorum was met.

2. Representative Josh Cutler attended the meeting.

3. The Advisory Council also attained 100% Certifications of OML Receipt return rate.

4. PANS/PANDAS Awareness Day is October 8, 2021, at 11 AM on the State House front steps.

5. The meeting started at 10 AM and adjourned at 11 AM.