



SD Board of Nursing  
**HPAP Evaluation Committee Meeting**  
Unapproved Draft Minutes<sup>1</sup>  
February 20, 2024 12:00pm CT

Physical Location: 4109 S. Carnegie Cir, Sioux Falls, SD 57106

Zoom: <https://us06web.zoom.us/j/86810870539?pwd=TzNOa1kvZlpEdWp2TUl0bkROZmludz09>

Meeting ID: 868 1087 0539 / Passcode: 250893

1. Meeting called to order at 12:08 pm by committee member Pam VanMeeteren.

Committee Members present: Andi Petersen, Tonya Arneson, Dr. Brian Tjarks and Pam VanMeeteren

HPAP Staff Members present: Amanda McKnelly, Maria Piacentino. Dr. Craig Uthe

Others present: Melody Parsons, RN

2. Motion to approve the agenda by Pam VanMeeteren. Second by Tonya Arneson. Motion carried.
3. Motion to approve the January meeting minutes by Pam VanMeeteren. Second by Tonya Arneson. Motion carried.
4. Motion by Pam VanMeeteren; to move into closed session, pursuant to SDCL 1-25-2, to maintain the confidentiality of participant records pursuant to 36-2A-12. Second by Andi Petersen. Motion carried. The committee went into closed session at 12:17pm for the following agenda items:
  5. Provide recommendations on applicant eligibility to enroll in program.
  6. Approve individualized program participation agreements and return to work requirements.
  7. Evaluate participant toxicology results and progress in program and make recommendations.
  8. Provide recommendations on reporting an applicant or participant to the board.

Motion to move out of closed session by Dr. Brian Tjarks. Second by Andi Petersen. Motion carried. The committee moved out of closed session at 1:20pm.

9. Motion to adjourn by Pam VanMeeteren. Second by Andi Petersen. Motion carried. The meeting adjourned at 1:21 pm.

<sup>1</sup>1-27-1.17. Draft minutes of public meeting to be available--Exceptions--Violation as misdemeanor. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.