



SD Board of Nursing
HPAP Evaluation Committee Meeting
Unapproved Draft Minutes¹
July 21, 2026 12:00pm CT

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

Zoom: <https://us06web.zoom.us/j/86810870539?pwd=TzN0a1kvZlpEdWp2TUl0bkR0Zmludz09>

Meeting ID: 868 1087 0539 / Passcode: 250893

1. Meeting called to order at 12:02pm by committee member Andi Petersen.

Committee Members present: Andi Petersen, Tonya Arneson, Kay Foland, Brian Tjarks, Pam VanMeeteren

HPAP Staff Members present: Amanda McKnelly, Sherry Grismer and Craig Uthe, MD

Guests: Karen “Kare” Menacher, RN

2. Motion to approve the agenda by Brian Tjarks. Second by Andi Petersen. Motion carried.
3. Motion to approve the June meeting minutes by Brian Tjarks. Second by Andi Petersen. Motion carried.
4. Karen “Kare” Menacher, RN, spoke to committee members on compliance.
5. Motion by Kay Foland; 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 12:15pm for the following agenda items:
6. Provide recommendations on applicant eligibility to enroll in program.
7. Approve individualized program participation agreements and return to work requirements.
8. Evaluate participant’s toxicology results and progress in program and make recommendations.
9. Provide recommendations on reporting an applicant or participant to the board.

Motion to move out of closed session by Kay Foland. Second by Tonya Arneson. Motion carried. The committee moved out of closed session at 1:45pm.

10. Motion to adjourn by Kay Foland. Second by Tonya Arneson. Motion carried. The meeting adjourned at 1:47pm.

¹1-27-1.17. 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.