



SD Board of Nursing  
**HPAP Evaluation Committee Meeting**  
Unapproved Draft Minutes<sup>1</sup>  
November 19, 2024, 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 Dr. Brian Tjarks.

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

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

Others present: NA

2. Motion to approve the agenda by Dr. Brian Tjarks. Second by Tonya Arneson. Motion carried.
3. Motion to approve the October meeting minutes by Dr. Brian Tjarks. Second by Tonya Arneson. Motion carried.
4. All members went through and introduced themselves and gave background information on themselves due to new member today.
5. Motion by Dr. Brian Tjarks; 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 Pam VanMeeteren. Motion carried. The committee went into closed session at 12:08pm 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 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 Pam VanMeeteren. Second by Tonya Arneson. Motion carried. The committee moved out of closed session at 1:05pm.

10. Motion to adjourn by Pam VanMeeteren. Second by Tonya Arneson. Motion carried. The meeting adjourned at 1:06 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.