

# Program Service Committee Agenda

Date: December 1, 2017- Approved Meeting Minutes

Time: 10 am – 12:00 pm CST

Location: Midwest Health Management Services

4109 S. Carnegie Cir

Sioux Falls, SD 57106

1. **Call to Order and Roll Call-** Meeting called to order at 10a.m. on December 1, 2017. Gloria Damgaard, Francie Miller, Brittany Novotny (via teleconference), Kari Shanard-Koenders, Maria Piacentino, Amanda McKnelly and Craig Uthe.
2. **Approval of Agenda-** G. Damgaard moved to approve the agenda, seconded by K. Shanard-Koenders. Agenda was approved by unanimous voice vote.
3. **Approval of meeting minutes from 8/30/17 meeting-** Approved by consensus.
4. **Executive Session Pursuant to SDCL 1-25-2 (4, 5)-** B. Novotny called to move into executive session, seconded by G. Damgaard. Was entered in at 10:13 a.m. and public resumed at 11:15 a.m.
  - 1-25-2 Executive or closed meetings—Purposes—Authorization—Violations as misdemeanor. Executive or closed meetings may be held for the sole purposes of:
    - (4) Preparing for contract negotiations or negotiating with employees or employee representatives;
    - (5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business.
5. **Review program forms and approve-** Shared by A. McKnelly and asked for input.
6. **Policy and Procedure update: Evaluation and Work site Liaison-** Current Policy and Procedure was approved by consensus. G. Damgaard adopted the amendments and approved the Policies: Participant Exit Survey and Participant Grievance Procedure; with all in favor. G. Damgaard put forward the motion to delay decision on Performance Management and Quality Improvement Policy until next meeting; with voice voting all in favor.
7. **Discuss formal evaluation-** G. Damgaard brought forward information on an evaluator and will get it set up. Approved by consensus.
8. **Discuss tentative next meeting date-** Discussed meetings in April 2018 and December 2018.
9. **Meeting adjourned at 11:45 a.m.**