

IOWA PUBLIC INFORMATION BOARD – Training Committee

MEMBERS

Catherine Lucas, Johnston (Government Representative, 2024-2028)
Monica McHugh, Zwingle (Public Representative, 2022-2026)
Jackie Schmillen, Urbandale (Media Representative, 2022-2026)

STAFF

Erika Eckley, Executive Director
Kimberly Murphy, Deputy Director
Alexander Lee, Agency Counsel

Use the following link to watch the IPIB meeting live:
<https://youtube.com/@IowaPublicInformationBoard>

Note: If you wish to make public comment to the Board, please send an email to IPIB@iowa.gov prior to the meeting.

Agenda

July 17, 2025, 11:00 a.m. – 12:00 p.m.

Location: 510 E 12th Street

Jessie M. Parker Building, East

Des Moines, Iowa 50319

(members may attend via Google Meet)

- I. Call to Order
- II. Approval of Agenda *
- III. Approve Minutes of June 19, 2025 *
- IV. Public Comment (5-minute limit per speaker)
- V. Training Updates (Lee)
- VI. HF 706 Training Requirements
 - a. Discuss July 7 pilot online training
 - b. Criteria for approving non-IPIB trainings
 - c. Section 21.12(2) quarterly trainings (discussion/possible action to set dates)
- VII. Review “Closed Sessions” Training Video (possible action)
 - a. Possible discussion of future topics or revisions needed
- VIII. Discuss New Priorities/Projects for IPIB Staff (if any)
- IX. Next Meeting Date
- X. Adjourn

*** Attachment**



IOWA PUBLIC INFORMATION BOARD – Training Committee

June 2025 Meeting

Time: June 19, 2025, 11:00 a.m.

Location: Jessie Parker (510 E 12th Street) / Virtual (Livestreamed on YouTube)

Members: Catherine Lucas, Monica McHugh, Jackie Schmillen (Quorum)

Also Present: Ericka Eckley, Kimberly Murphy, Alexander Lee

Unapproved Minutes

- I. Call to Order.** Lucas called the meeting to order at 11:11 a.m.
- II. Approval of Agenda.** On a motion by McHugh, second by Schmillen, to approve the agenda. 3-0.
- III. Approve Minutes of May 15, 2025.** On a motion by McHugh, second by Schmillen, to approve the minutes. 3-0.
- IV. Public Comment (5-minute limit per speaker).** No public comment.
- V. Training Updates (Lee).** New trainings scheduled this week and next. Several new training sessions scheduled for August 2025. Will complete with new director/new employees when hired. Government bodies have been reaching out with questions.
- VI. Legislative Update (Eckley).** HF 706 has been signed by the governor. We are working on an advisory opinion on the new requirements, and we met recently with stakeholders concerning training requirements and programs to be implemented, including issues of how we wanted to receive verification lists of officials who have received training. Notably, the requirement only applies to newly elected officials, not those who are already in their current positions (even if those positions would otherwise be covered).

IPIB is not necessarily in a position to keep a spreadsheet of all officials. The government body has responsibility for keeping track of their own members.

- VII. Review Revised FAQs Drafts (possible action).** A few amendments made. One question struck, two questions to be added. Motion by Lucas, seconded by Schmillen, to approve FAQs with the discussed amendments, with opportunity to recommend changes after upload as needed. 3-0.
- VIII. Review “Closed Sessions” Training Video (possible action).** Tabled for a later meeting without objection.
- IX. HF 706 Training Requirements (Section 21.12)**
 - a. Feedback from May 27 meeting with stakeholders.** Stakeholders are interested in how attendance will be tracked and how training programs will be approved.
 - b. Set date/time for pilot online training presentation.** July 7, 2025 @ 2:00 p.m.
 - c. Criteria for approving non-IPIB trainings.** Need a list of topics that need to be included in any approved training. Preferred to be live for open dialogue, but that might not be practical (meaning that pre-recorded trainings may be approved). Need

to be clear that trainings should be Iowa law specific, as training on federal FOIA or other state laws would not fulfill the requirements.

X. Discuss New Priorities/Projects for IPIB Staff (if any). No new direction aside from matters listed above.

XI. Next Meeting Date. July 17, 2025 @ 11:00 a.m.

XII. Adjourn. Lucas adjourned the meeting at 11:50 a.m.

