

## **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**

**Charlotte Miller, Executive 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](mailto:IPIB@iowa.gov) prior to the meeting.**

**August 21, 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 July 17, 2025 \*
- IV. Public Comment (5-minute limit per speaker)
- V. Training Updates (Lee)
- VI. Section 21.12 Training Requirements
  - a. Discuss August 15 online training
  - b. Discussion/possible action to set additional dates or expand existing sessions
- VII. Review New Training Provider Applications (with recommendations to the Board)
  - a. Linn County Public Officials
  - b. Ahlers & Cooney, P.C.
  - c. Iowa State University Extension and Outreach
  - d. Discussion/possible action to set criteria for future applications
- VIII. Discuss New Priorities/Projects for IPIB Staff (if any)
- IX. Next Meeting Date
- X. Adjourn

**\* Attachment**



**IOWA PUBLIC INFORMATION BOARD – Training Committee**

**July 2025 Meeting**

**Time: June 17, 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, Alexander Lee**

**Unapproved Minutes**

- XI. Call to Order.** Lucas called the meeting to order at 11:06 a.m.
- XII. Approval of Agenda.** On a motion by McHugh, second by Schmillen, to approve the agenda. 3-0.
- XIII. Approve Minutes of June 19, 2025.** On a motion by McHugh, second by Schmillen, to approve the minutes. 3-0.
- XIV. Public Comment.** No public comment.
- XV. Training Updates (Lee).** Limited number of trainings this month, but we have several trainings scheduled for August which we need to prepare for. We have significantly exceeded our annual goal for number of trainings.
- XVI. HF 706 Training Requirements**
  - a. Discuss July 7 pilot online training.** Successful training using the abbreviated training PowerPoint, with some helpful recommendations for additional materials include in the future. No major problems with registration or remote training, though we are looking to bring the registration under the agency's control rather than relying on free third-party sites.
  - b. Criteria for approving non-IPIB trainings.** Looking to approve additional providers – specifically looking for organizations or firms willing to conduct multiple trainings, as opposed to individual city or county officials who would only be training their own government bodies. Live trainings are preferred, but the statute allows for recorded sessions. If recordings are used, tests at the end may be useful to ensure that participants are paying attention.
  - c. Section 21.12(2) quarterly trainings.** First date (August 15) sold out within 48 hours, and we have set a second training for August 26 as well to accommodate need. Until other providers are available to shoulder the burden, we will be holding at least two online trainings per month. Committee directed staff to select dates – tentative dates set for Sept. 10 and Sept. 24.
- XVII. Review “Closed Sessions” Training Video.** On a motion by Lucas, second by McHugh, to table the matter. 3-0.
- XVIII. Discuss New Priorities/Projects for IPIB Staff (if any).** Focus on HF 706.
- XIX. Next Meeting Date.** August 21, 2025 @ 11:00 a.m.
- I. Adjourn.** Lucas adjourned the meeting at 11:27 a.m.