

## **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.**

**September 18, 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 August 21, 2025 \*
- IV. Public Comment (5-minute limit per speaker)
- V. Training Updates (Lee)
- VI. Section 21.12 Training Requirements
  - a. Discuss August/September trainings
  - b. Discussion/possible action on future training offerings/policies
- VII. Review New Training Provider Applications (with recommendations to the Board)
  - a. Iowa League of Cities
  - b. Iowa Association of Municipal Utilities (IAMU)
  - c. Hopkins & Huebner, P.C.
  - d. Lynch Dallas, P.C.
  - e. Discussion of other applications received but not recommended for approval
  - f. 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**

### **August 2025 Meeting**

**Time: August 21, 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: Charlotte Miller, Alexander Lee**

### **Unapproved Minutes**

- I. Call to Order.** Lucas called the meeting to order at 11:09 a.m.
- II. Approval of Agenda.** On a motion by McHugh, second by Schmillen, to approve the agenda. 3-0.
- III. Approve Minutes of July 17, 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).** Several trainings scheduled for August and September, including a mix of Section 21.12 and ordinary trainings. First event seemed successful, with positive feedback.
- VI. Section 21.12 Training Requirements.**
  - a. Discuss August 15 online training.** Training was successful, and people were satisfied, but there are significant administrative burdens from certificates.
  - b. Discussion/possible action to set additional dates or expand existing sessions.** Sessions will be kept to two per month, but seats will be expanded to 150.
- VII. Review New Training Provider Applications (with recommendations to the Board).** On a motion by McHugh, second by Schmillen, to approve a recommendation for all three to be approved. 3-0.
  - a. Linn County Public Officials**
  - b. Ahlers & Cooney, P.C.**
  - c. Iowa State University Extension and Outreach**
- VIII. Discuss New Priorities/Projects for IPIB Staff (if any).** No new priorities.
- IX. Next Meeting Date.** September 18, 2025 @ 11:00 a.m.
- I. Adjourn.** Lucas adjourned the meeting at 11:52 a.m.

