

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

Charissa Flege, 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.

October 16, 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 September 18, 2025 *
- IV. Public Comment (5-minute limit per speaker)
- V. Training Updates (Lee)
 - a. Recent Training Sessions
 - b. Section 21.12 Training
- VI. Consent Agenda – New Training Providers
 - a. Hopkins & Huebner, P.C.
- VII. Review New Training Provider Applications
 - a. Broadlawns Medical Center
 - b. State Library
 - c. Discussion/possible action to set criteria for future applications
- VIII. Next Meeting Date
- IX. Adjourn

*** Attachment**



IOWA PUBLIC INFORMATION BOARD – Training Committee

September 2025 Meeting

Unapproved Minutes

Time: September 18, 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

- I. Call to Order.** McHugh called to order at 11:01.
- II. Approval of Agenda.** Motion by McHugh, second by Schmillen. 2-0.
- III. Approve Minutes of August 21, 2025.** Motion by McHugh, second by Schmillen. 2-0.
- IV. Public Comment (5-minute limit per speaker).** No public comment.
- V. Training Updates.**
- VI. Section 21.12 Training Requirements.** May need to reach out to training providers to get reports on their activities. Not necessarily something that needs formality, but it would be useful for reporting to the legislature.
 - a. Discuss August/September trainings.** Trainings were successful. Certification is an administrative burden, but a part-time administrative assistant has been hired, and she is quickly working through the pending certificates list.
 - b. Discussion/possible action on future training offerings/policies.** We may want to ask providers/representatives to attend our trainings before offering theirs, at least in some cases, to make sure they have a model of what needs to be covered.
- VII. Review New Training Provider Applications (with recommendations to the Board).** Motion by McHugh, second by Schmillen. 2-0.
 - a. Iowa League of Cities**
 - b. Iowa Association of Municipal Utilities (IAMU)**
 - c. Hopkins & Huebner, P.C.** Removed for next month.
 - 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.** October 18, 2025 @ 11:00 a.m.
- X. Adjourn.** Adjourned by McHugh at 11:21 a.m.

*** Attachment**

