

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.

November 20, 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 October 16, 2025 *
- IV. Public Comment (5-minute limit per speaker)
- V. Training Updates (Lee)
- VI. Consent Agenda – New Training Providers
 - a. Iowa Northland Regional Council of Governments (INRCOG) *
 - b. Region XII Council of Governments *
- VII. Review New Training Provider Applications
 - a. Seeking guidance on training provider applications requesting approval to present IPIB's presentation materials, without revision *
 - b. Possible further discussion/guidance on pre-recorded trainings
- VIII. Upcoming IPIB Training Plans
 - a. Section 21.12 Trainings/Possible Additional Sessions
- IX. Next Meeting Date
- X. Adjourn

*** Attachment**



IOWA PUBLIC INFORMATION BOARD – Training Committee

October 2025 Meeting

Unapproved Minutes

Time: October 16, 2025, 11:00 p.m.

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

Members: Catherine Lucas, Jackie Schmillen (Quorum)

Also Present: Charlotte Miller, Charissa Flege, Alexander Lee

- I. **Call to Order.** Lucas called to order at 11:01.
- II. **Approval of Agenda.** Motion by Schmillen, second by Lucas. 2-0.
- III. **Approve Minutes of September 18, 2025.** Motion by Schmillen, second by Lucas. 2-0.
- IV. **Public Comment.** No public comments.
- V. **Training Updates (Lee)**
 - a. **Recent Training Sessions.** Held a session in Iowa City, along with two online sessions since the last meeting. We are also receiving quarterly reports from our providers, as requested.
 - b. **Section 21.12 Training.** Still offering two per month, but we might need to add more sessions, if others from the board or staff are able to supplement. However, one of the real administrative burdens is sign-ins and certificates, as Charlotte is still having to spend time creating certificates and Jayde (the admin assistant) spends the majority of her eight-hour/week on these. Having additional training dates might help, but the real issue is on the back end.
- VI. **Consent Agenda.** Motion by Lucas, second by Schmillen. 2-0.
 - a. **Hopkins & Huebner, P.C.**
- VII. **Review New Training Provider Applications**
 - a. **Broadlawns Medical Center.** Question of whether we're approving single-body providers (those offering for only one governmental body). Action not taken because there were a few more issues to address with the PowerPoint itself, but both committee members agreed that the application could move forward.
 - b. **State Library.** Sam Bouwers was present to answer questions. Discussed merits of live training, including ability to ask questions. Live interaction was a concern, though the Workday system ensures that they cannot fast forward and have to regularly interact with the program. Motion by Lucas to issue a conditional approval, pending November 20 full board meeting, seconded by Schmillen. 2-0.
 - c. **Discussion/possible action to set criteria for future applications.** No separate action or deliberation.
- VIII. **Next Meeting Date.** November 20, 2025 @ 11:00 a.m.
- IX. **Adjourn.** Adjourned by Lucas at 11:46 a.m.