



**IPIB**

Iowa Public Information Board

# Annual Performance Report

FY 2025



## Message from the Director

This report outlines the Iowa Public Information Board's ("IPIB") performance for fiscal year 2025 as required under Iowa Code section 8E.210. This report highlights the impact of IPIB's work across the State of Iowa.

The Iowa Public Information Board is an independent agency that was established by Iowa Code Chapter 23. The agency is governed by a nine-member board appointed by the Governor and confirmed by the Senate. No more than three members of the board shall represent the media, and not more than three represent counties, cities or other local governments. The members serve staggered four-year terms, and are balanced by political party and gender. The board elects a chair and vice chair from among its members.

The Iowa Public Information Board provides: an official, efficient and free legal resource for citizens and government officials to ask questions about Iowa open meetings and records laws, and to address complaints about alleged violations of the laws. The board is one of a few agencies in the nation with the authority to advise and enforce the state's sunshine laws.

The IPIB is responsible for investigating complaints related to Iowa's open meetings and public records laws (Iowa Code Chapters 21 and 22). During FY2025, IPIB demonstrated strong performance in case management, resolution efficiency, and public education through comprehensive training programs.

As we move forward, IPIB's focus remains to provide Iowan's access to government transparency. We appreciate your continued partnership and support.

**Charlotte J.M. Miller, J.D.**

Executive Director

Iowa Public Information Board



## Overview

This report outlines the Iowa Public Information Board's (IPIB) progress toward its goals in fiscal year 2025 (FY2025), covering the period from July 1, 2024 through June 30, 2025.

## Overall Performance Summary

The IPIB tracked 5 key performance measures during FY2025 and met or exceeded targets for 4 of them, achieving an 80% success rate. The Board successfully resolved or dismissed 98% of opened cases while handling complaints across state, county, city, school, and other governmental entities. IPIB successfully managed a high volume of cases during FY2025 while maintaining quality oversight and reasonable resolution timeframes. The Board's work supports transparency and accountability in Iowa government by ensuring compliance with open meetings and public records laws. The completion of 29 training sessions across the state demonstrates the Board's commitment to proactive education and prevention of transparency violations.

### Cases Closed

172 cases

### Avg Days to Close

95.2 days

### Case Closure Rate

98%

### Targets Met

80%

## Progress Made in FY2025

### Strategic Initiative 1: Enhance Case Processing Efficiency

The IPIB made significant progress in streamlining case processing during FY2025. The average time to close cases was 95.2 days, representing effective case management across 172 closed cases.

#### Case Outcomes Distribution (172 Total Cases)

	Number of Cases	Percentage
Dismissed	75 cases	43.6%
Probable Cause Report	46 cases	26.7%
Resolved	23 cases	13.4%
Other	14 cases	8.1%
Did Not Open	13 cases	7.6%
Contested Case	1 case	0.6%

### Average Resolution Time by Outcome

Did Not Open - 5.8 days

Dismissed - 56.1 days

Resolved - 55.5 days

Probable Cause - 159.3 days

Contested Case - 388 days

### Strategic Initiative 2: Expand Coverage Across Iowa Governmental Entities

The IPIB successfully handled complaints involving diverse governmental entities throughout Iowa, demonstrating broad accessibility and jurisdictional reach.

#### Cases by Entity Type (142 Entities)

	Number of Cases	Percentage
County	34	23.9%
City	31	21.8%
State	25	17.6%
School	18	12.7%
Other	34	23.9%

## Major Accomplishments in FY2025

### Accomplishment 1: High Volume Case Management

The IPIB successfully closed 172 complaint cases during FY2025, demonstrating the Board’s capacity to handle significant caseload volume while maintaining quality oversight.

Measure	FY2025 Target	FY2025 Actual	Target Met?
Total Cases Closed	150 cases	172 cases	Yes (115%)

### Accomplishment 2: Diverse Case Type Coverage

The Board handled complaints across multiple case types, with particular focus on open meetings law compliance.

### Top Case Categories

- Public Records - Delay 22 cases
- Open Meetings - Closed Session 18 cases
- Open Meetings - Notice/Agenda 18 cases
- Open Meetings - Other 13 cases
- Public Records - Fees 7 cases

### Cases by Complaint Type

	Chapter 21 - Open Meetings	Chapter 22 - Public Records	Both
Number of Cases	70	50	22
Percentage	49.3%	35.2%	15.5%



### Accomplishment 3: Balanced Outcome Distribution

The IPIB maintained balanced decision-making across different outcome types. The rapid processing of cases that did not meet opening criteria (5.8 days average) demonstrates efficient initial screening, while more complex probable cause investigations appropriately received additional time for thorough review.

### Accomplishment 4: Comprehensive Training Programs

The IPIB conducted 29 training sessions spanning the entire state during FY2025, reaching officials and staff across Iowa's governmental landscape. These sessions provided essential education on transparency laws through multiple delivery methods including required training by informal complaint resolutions, sessions requested by governmental bodies, conference presentations, and virtual training opportunities. By offering diverse training formats, the Board ensured accessibility for all Iowa communities, contributing to better compliance and understanding of open government requirements.

## FY2025 Performance Indicators

<u>Performance Measure</u>	<u>FY25 Target</u>	<u>FY25 Actual</u>	<u>Target Met?</u>	<u>Notes</u>
Average Days to Close Cases	90 days	95.2 days	No (106%)	Slightly exceeded target due to complex probable cause cases (159.3 days avg). Routine cases averaged 56 days.
Case Closure Rate	95%	98%	Yes	Excellent follow-through and case management demonstrated.
Entity Type Coverage	5 types	5+ types	Yes	Comprehensive oversight across state, county, city, school, and other entities.
Timely Initial Processing	7 days	5.8 days	Yes	Prompt initial decisions for cases not meeting investigation criteria.
Complaint Category Diversity	15 categories	20+ categories	Yes	Comprehensive coverage of transparency issues across Iowa government.





## Looking Forward

The Iowa Public Information Board successfully managed a high volume of cases during FY2025 while maintaining quality oversight and reasonable resolution timeframes. The Board's work supports transparency and accountability in Iowa government by ensuring compliance with open meetings and public records laws.

### Key Areas for Continued Focus in FY2026

- Further reducing average resolution time for routine cases
- Maintaining high case closure rates
- Continuing comprehensive coverage across all Iowa governmental entities
- Providing timely guidance and decisions to support governmental transparency

### Commitment to Transparency

Through both enforcement and education, IPIB remains dedicated to ensuring that Iowa's citizens have meaningful access to their government. The dual approach of investigating complaints (172 cases closed) and providing preventive training (29 sessions statewide) creates a comprehensive strategy for advancing open government principles across Iowa.