

Partnerships 4 Families

January 15, 2026 11:00 AM

Meeting location: New Opportunities, Inc. Carroll Room D and Via Zoom

Members present: Trevor Nunn, Amy McGinn, TJ Pauley, Char Bintner, Linda Muhlbauer, Jewel Proctor, Tonya Weber and Area Director Cindy Duhrkopf. Excused: Dr Josh Strehle, Margee Shaffer  
Guest: Sara Skinner, Liz Ernst, Amanda McKee

Chair Nunn called the meeting to order at 11:00 AM Quorum was met.

**Approval of Consent Items:**

Bintner made a motion to approve the agenda, Proctor seconded the motion, all were in favor, motion passed. Weber made a motion to approve the minutes of November 20, 2025 Bintner seconded the motion, all were in favor motion passed. Nunn made a motion to approve the financials; Pauley seconded the motion passed.

**Board Member Recruitment and Terms:**

A. There remain two positions open on the board.

**Discussion and Action Items:**

- A. Resignation of P4F Area Director Cindy Duhrkopf will be effective March 20, the board officially accepted resignation after kind word from Nunn, he made the motion to accept the resignation, Weber seconded it. All were in favor, motion carried.
- B. Duhrkopf shared that upon her resignation she is requesting to be paid out 52 hours of her over 400 hours of PTO. Both the P4F Policies and Procedures manual and the CIJDC Personnel Manual allows for up to 100 hours to be paid out. Due to Duhrkopf being part time she is only asking for 52 hours. Pauley made a motion to pay out 52 hours of PTO to be included in Duhrkopf's final pay period. McGinn seconded the motion. All were in favor, motion passed.
- C. Nunn spoke on behalf of the Personnel Committee of Nunn, Weber, and Nosimilo Dube, Community Liaison from the Western Iowa HHS. The recommendation from the committee is to hire Amy McGinn as the new Partnerships 4 Families Area Director, full-time with discussion on-going to combine the position with DCAT & CPPC coordinators' job duties. Binter accepted the recommendation in the form of a motion and was delighted that McGinn applied and looks forward to working with her. Proctor seconded the motion. All were in favor with McGinn abstaining from the vote. Motion Carried. McGinn will begin on February 2<sup>nd</sup> and over lap with Duhrkopf until March 20<sup>th</sup>. P4F will continue to use CIJDC as the employer of record.
- D. Duhrkopf provided a short update on New Opportunities being awarded the family support contract for Greene County. The contracts have been signed and went into effect on January 5, 2026.
- E. The P4F Policies and Procedures Manual was shared with the board two weeks prior to the meeting. Muhlbauer did a review of them and made recommendations, that Duhrkopf changed and resubmitted to the board for review. During the meeting Duhrkopf highlighted the changes mainly pertaining to personnel benefits and categorical name changes to ECI funding. Nunn made a recommendation to accept the changes and approve the presented P4F Policies and Procedures Manual. Pauley seconded the motion, all were in favor, motion carried. Duhrkopf will change all of the dates to January 15, 2026 as reviewed and accepted by the board.

**Discussion and Updates in P4F Early Childhood Iowa Area**

- A. The 2026 Legislative Session began on January 12<sup>th</sup>. As of the meeting Duhrkopf had not heard of any changes that will be proposed from HHS for ECI.
- B. At the February meeting the FY27 contracting process will be discussed.

**Public Input** none

**Next Meetings:**

- a. Board Meeting February 19, 2026 11:00 AM New Opportunities & Zoom
- b. \*Board Meeting March 19, 2026 11:00 AM New Opportunities & Zoom
- c. Board Meeting April 16, 2025 11:00 AM New Opportunities & Zoom

**Adjournment** Weber made a motion to adjourn at 11:39 Bintner seconded the motion, meeting adjourned.

Minutes respectfully submitted by: Cindy Duhrkopf