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October 30, 2017

## VIA E-MAIL

Sophia Banks, Executive Assistant  
Long Branch Housing Authority  
P.O. Box 338  
Long Branch, NJ 07740

**Re: Long Branch Housing Authority  
Executive Session Minutes  
September 18, 2017**

Dear Ms. Banks:

With regard to the above matter, I would ask that you please note the following:

1. Enclosed please find proposed Executive Session Minutes for the September 18, 2017 meeting.
2. If acceptable, the same can be forwarded to the Board Members for further review, discussion, and adoption.

If you have any questions or comments, please feel free to contact me at the office.

Very truly yours,

Kevin E. Kennedy

KEK/ct  
<https://kevinkennedylaw.sharepoint.com/Municipal/Long Branch Housing/Executive Session/2017/103017 Banks minutes.doc>  
Encl.

cc: Thomas Sahlin, Interim Executive Director (e-mail), w/encl.  
Don Covin, Chair (e-mail), w/encl.

## LONG BRANCH HOUSING AUTHORITY

### EXECUTIVE SESSION MINUTES SEPTEMBER 18, 2017

1. The Executive Session commenced at approximately 5:21 P.M.
2. The following Board Members were present:
  - Donald Covin, Chair
  - Carl Jennings, Vice-Chair
  - Maritza Berrios, Commissioner
  - Dorthea Johnson, Commissioner
  - Andres Mejer, Commissioner
  - Yvonne Russell-Mann, Commissioner
  - Michael Winnick, Commissioner
3. The following Board Representatives were also present:
  - Sophia Banks, Executive Assistant
  - Tyrone Garrett, Executive Director
  - Thomas Sahlin, Long Branch Housing Authority
  - Kevin E. Kennedy, Board Attorney
4. The Board Attorney advised that Tyrone Garrett and Thomas Sahlin had both been issued Rice notices, so that the Board could lawfully discuss the terms and conditions of their respective employment. Thomas Sahlin then vacated the room.
5. The Board Members discussed the impending Executive Director vacancy, and the Executive Director replacement search process.
6. The Board Members discussed the possibility of appointing Thomas Sahlin as Interim Executive Director, effective September 30, 2017.
7. The Board Members discussed the benefits of such an interim appointment – and details associated with such a potential appointment, including the following:
  - A. Potential annual salary for the interim appointment;
  - B. The impact of the interim appointment on Mr. Sahlin's current LBHA position;
  - C. The obligations / responsibilities associated with such a potential interim appointment;

- D. The fact that the proposed interim appointment would not constitute a guaranty / obligation to appoint Mr. Sahlin in a permanent capacity as Executive Director;
  - E. Qualifications for such a full-time appointment and/or interim appointment;
  - F. The responsibilities of such an interim appointment;
  - G. The possibility that Mr. Sahlin could ultimately be appointed as full time Executive Director, through the search process;
  - H. Financial issues associated with the Executive Director search process;
  - I. Approvals (including HUD) which would be necessary in conjunction with any full time and potential interim appointment;
8. The Board Members also discussed the possibility of re-instating Mr. Sahlin to a comparable position / salary with the Housing Authority (as he currently maintains) should the interim appointment not work out.
  9. The Board Members also discussed the replacement process for a new full time Executive Director, and how the same would work. (It was clearly understood that nothing would prevent Thomas Sahlin from applying for the full-time position.
  10. The Board Members also discussed the possibility of appointing an Executive Director Search Committee.
  11. There was also a discussion suggesting that if Chairman Covin were potentially interested in serving as Interim Executive Director, etc., then, in that event, he should likely recuse himself from participation in the Executive Director search process.
  12. The Board Members also discussed the role of the Executive Director Search Committee, and all acknowledged that the Search Committee would only facilitate the review process. That is, all Members present acknowledged that any decision regarding an official appointment could only be, and would only be, made by the full Board.
  13. The search process would likely include advertisements in local newspapers and appropriate housing journals.
  14. There was also a discussion about the possibility that other local individuals / officials would be interested in pursuing the Executive Director position as well.
  15. The Executive Director Search Committee would initially consist of Don Covin, Carl Jennings, and Michael Winnick. Other Members expressed a willingness to serve, if necessary, and all Board Members acknowledged that the composition of the Search Committee might change.
  16. Thomas Sahlin re-entered the room at 5:54 P.M.

17. Tyrone Garrett vacated the room at approximately 5:55 P.M.
18. The Board Members explained to Thomas Sahlin that if he were to be appointed Interim Executive Director, he would need to do a competent job, that he would have to be his own person, and he would have to perform Executive Director services in his own way. That is, all present acknowledged that Mr. Sahlin would not perform in the exact same capacity / format as Mr. Garrett did, as they are two different individuals.
19. Board Members asked Mr. Sahlin about his abilities, management style, work ethic, commitment for the new position, family reaction towards the potential appointment, etc.
20. Mr. Sahlin provided responses to the questions from the Board Members. Mr. Sahlin also indicated that he embraced the challenge, recognized the demands of the job, and that he has the work ethic, commitment, and loyalty to succeed at the job.
21. The Board Members discussed the possibility of Mr. Sahlin improving his public speaking technique, as he has not had to master such a skill in his current position.
22. The Board Members also explained that as Interim Executive Director, Mr. Sahlin would also need to be resourceful and innovative in thinking about ways to attract PHA revenue / opportunity.
23. All present expressed a desire to adopt a confirming Resolution (regarding the interim appointment) when the public session resumed.
24. All Members present wished Mr. Sahlin good luck with his new position.
25. The Executive Session concluded at approximately 6:13 P.M.