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October 31, 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  
October 16, 2017**

Dear Sophia:

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 October 16, 2017 meeting.
2. If acceptable, the same can be forwarded to the Board 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/lam  
<https://kevinkenedylaw.sharepoint.com/Municipal/Long Branch Housing/Executive Session/2017/101617 Banks cover letter.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**

**OCTOBER 16, 2017**

1. The Executive Session commenced at approximately 5:20 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 (arrived at 5:34 P.M.)

Yvonne Russell-Mann, Commissioner

Michael Winnick, Commissioner

3. The following Board Representatives were also present:

Thomas Sahlin, Interim Executive Director

Kevin E. Kennedy, Board Attorney

4. The Board Members discussed the Executive Director search process.

5. There was a concern there should be better communication between/amongst the Committee Members and the Board.

6. There was also a concern that some Executive Director candidates had forwarded resumes directly to the Long Branch Housing Authority Administration Building.

7. There was a request that the advertisements be modified so as to require all candidates to send resumes directly to the Board Attorney (as has been done in the past in similar situations).

8. There was a discussion regarding the make-up of the Executive Director Search Committee.

9. There was also a discussion regarding the role of the Executive Director Search Committee, and limitations associated therewith.

10. Commission Winnick was appointed Chairman of the Executive Director Search Committee.

11. The Board determined that any resumes from Executive Director Candidates already in the possession of the PHA should be forwarded to the Board Attorney.

12. The Board also determined that the advertisement should be changed so that future candidates send resumes directly to the Board Attorney.
13. The Board Attorney will hold all resumes pending further direction.
14. There was also a discussion regarding the deadlines for which all resumes are to be received. The said item will be reviewed in greater detail.
15. The Board Attorney also explained that Tom Sahlin had been served with a "Rice Notice", so that the Board was free to discuss the terms and conditions of his appointment. The Board Attorney highlighted certain provisions of the proposed Contract with the Interim Executive Director. The Board Attorney advised that Mr. Sahlin that his Attorney should further review the document/contract, so that there could be a further discussion at a later date.
16. There was a discussion that "Civil Service" type of language should be inserted into the Interim Executive Director Contract, in terms of reasons for termination, etc.
17. The Executive Session ended at approximately 5:35 P.M.