

Date: **Wed September 7, 2022**

**Board or Commission: Tourism Implementation Task Force**

**Interview Panel:**

Name : **David Jolly** (Task Force Chair)

Name : **Melanee Hand** (Council Liaison)

Name: **Kelly Stewart** (Staff Liaison)

**Applicant(s) Interviewed:**

Name: **Dana Even**

Date of Interview: **Wed September 7, 2022**

Name:

Date of Interview:

Name:

Date of Interview:

**Interview Panel Recommendations:**

The interview panel for the Advisory Board would like to recommend the following applicants for appointment:

Name : **Dana Even**

New applicant

The interview panel for the Advisory Board would like to recommend the following applicants to terms:

Name : **Dana Even** to term: **November 2, 2022 thru November 1, 2024**

**Other information for Council**

**N/A**



**County Manager's Office**  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

Dana Even

Applicant's Name

Tourism Task Force  
Board or Commission

Melanee Hand

Interviewer Name

2:00 P.M.  
Date/Time of Interview

Interview Conducted:  
\_\_\_X\_\_\_ ZOOM  
\_\_\_ Telephone

***NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.***

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>General manager at Holiday Inn Express in Los Alamos, NM. Assoc. Degree and working in Apartment industry and managed over 120 properties, and HOA management. Decided to become a purchase agent in a hotel and moved into the General Manager position. Excited about Los Alamos like someone just moving here. Single mom.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>County: not well versed in that area, but regarding tourism, Task Force has already done a lot of work. Interesting to see all the things for marketing, but think there are ways to attract more visitors in addition to LANL.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Backbone of what moved the County forward. A lot on the Task Force's plate. Help the businesses</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Level of dedication, involved in the success of the community. Brainstorming end of it – love marketing and managing a property so have input based on what she sees on a daily basis. Helps to immerse into the area. Lots of things to do here and need to let LANL know how County is helping them.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p>

Revised 10/1/2014

Already working with County staff and started a working relationship with them. Will continue to work on things within her hotel to try out ideas about how to promote Los Alamos. Fostered a relationship with County staff and in markets that support Los Alamos.
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6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Yes. Very involved in churches. Ran a welcome team for 4 years. Leadership team for church help groups for six groups. Free-loving person and love people – gained lots of friendships. Apartment association local Board of Directors. Passion for helping people to succeed.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>Yes. Also very busy at work. First six month commitment is a big one. Need to move stuff from TX. After that, in about 6 weeks, will be able to invest more time.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No, not a deterrent. Nothing to hide.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>No. Not hiding from anyone.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>None.</p>
12	<p>Do you have any questions for the interview panel?</p> <p>No. Been working closely with Kelly and went to some meetings. If you need something from her, she is here.</p>

Notes:

All in agreement that she would be an asset for the Task Force.

# LOS ALAMOS

## County Manager's Office BOARD & COMMISSION INTERVIEW QUESTIONS

David  
Applicant's Name

Tourism TF  
Board or Commission

David Jolly  
Interviewer Name

9/7/2022 2:00  
Date/Time of Interview

Interview Conducted:  
X ZOOM  
Telephone

**NOTE TO INTERVIEW PANEL:** Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.

#	Question/Documented Response
1	Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission. <u>Gen Holiday Inn Express started in my Assoc. Degree. AM Manager / Then MPAT then hotel manager. Has view of someone who just moved here. New Texican!</u>
2	What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? [Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.] <u>County - Not tied well versed yet. RFP has done a lot of work yet. Can compare to other cities &amp; look for improvements - in communication. Ways to attract more than just LAM people. Brainstorm ideas</u>
3	How do you perceive the role of County Boards and Commissions in local government? <u>Backbone of what moves it forward. Essential in run to keep LA businesses.</u>
4	What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess? <u>Level of dedication. Involvement in success of community, Brainstorming, Marketing, She gets from hotel customers. Helps merge her in the area. Passion - shop saying LAM doesn't want tourism.</u>
5	What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve? <u>Already been working with Kevin + Ryan. Already working on things at hotel to help ideas, Kevin, Ryan - Already fostering that with staff + LAPE</u>



6 Have you served on any Boards, Commissions or Committees (not only County B&Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?

Very involved in churches - welcome been a leadership - celebrate recovery. involved + know everyone in church. Apartment Assoc Board at Directors - last

7 Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?

No but she will soon.

8 Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?

Yes - Also very busy at work, 6 months end of send - alarm him. Less crazy busy after - re - little rest and under

9 Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mail are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?

No. Nothing to handle.

10 Currently, a few boards or commissions are "live streaming" their meetings (for example, the T-Board, Parks and Recreation Board and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you're applying for one of the currently streaming or if it becomes a requirement for all B&Cs to stream, is this - or will this - be a deterrent to your willingness to serve?

No. Not making her anyone.

11 Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]

No. Kelly could consider stand

12 Do you have any questions for the interview panel?

No - she has participated already.

Notes:



**County Manager's Office**  
**BOARD & COMMISSION INTERVIEW QUESTIONS**

Dana Even

LTAB

Applicant's Name

Board or Commission

Kelly Stewart

Wed 9/7/22

Interview Conducted:

Interviewer Name

Date/Time of Interview

  X   ZOOM  
       Telephone

***NOTE TO INTERVIEW PANEL: Please remember to use this interview as an opportunity to share Council's directives and guidance for B&C's.***

#	Question/Documented Response
1	<p>Please tell us a little about yourself and then describe your experience, education, and training that qualify you for this Board or Commission.</p> <p>GM at HIX. Started May 2022. Fell in love with Los Alamos. Associates Degree and worked in apartment industry. Managed Marketing for 120 properties. Magazine. HOA. Took time off to take care of family Started in hotel industry at front desk and Have moved up to GM in 18 mos. Lots of experience in hospitality and marketing. Have fresh eyes re Los Alamos County. Saw How each area markets themselves. A New Texican.</p>
2	<p>What do you believe are the greatest issues facing the County? What do you believe are the greatest issues facing the Board/commission you applied for? <i>[Note to interview panel: If the answer to this question appears to be off base with Council's position, please explore a little more.]</i></p> <p>County-wise. Not yet well-versed. Tourism – a lot of work done, but work needed to market the things to do. Might be ways to Attract more than just LANL employees and contractors, but recreation visitors. Want to brainstorm new ideas.</p>
3	<p>How do you perceive the role of County Boards and Commissions in local government?</p> <p>Backbone of what move projects forward. Everyone seems immersed in the different areas that will help businesses and other orga experience success.</p>
4	<p>What specific skills do you feel are important for effective Board or Commission members? Which ones do you possess?</p> <p>Dedication. Wanting to be involved in the success of the community. Brainstorming, pulling together resources. Applying her day-experience to apply to the tools and tactics. It's a win-win. Thought that there was nothing much to do in Los Alamos. Addressing That LANL doesn't want tourism. Help community know that the tourism projects will help the community.</p>
5	<p>What could you do, specifically, to foster a collaborative relationship between staff and the Board or Commission on which you would like to serve?</p> <p>Already working with the County. Working on creating activities and events at the hotel to help promote Los Alamos. LACDC, too Reached out even before she arrived here. Fostering relationships.</p>

6	<p>Have you served on any Boards, Commissions or Committees (not only County B&amp;Cs – but also church groups, non-profit boards, school committees, etc.) within the last five years? What do you think was your greatest contribution during your tenure?</p> <p>Very involved in all churches. Welcome committee. Leadership leader in several programs. Involved as much as possible and make An effort to get to know everyone. A loving person, making great connections with people. Heavily involved with Apartment Assoc. On board of directors. Passion for people, passion for helping people succeed.</p>
7	<p>Are you familiar with the County Charter and County Code as they apply to the Board you are applying for?</p> <p>No, but I will be.</p>
8	<p>Are you willing to take the time to attend training sessions to become more knowledgeable about your duties and responsibilities in an advisory capacity?</p> <p>I am, pending work schedule.Especially after the next 6 weeks of transition.</p>
9	<p>Are you aware that, as a member of a Los Alamos County Board or Commission, your written communications, including e-mails, are public records (even if produced on your personal computer), and as such are subject to the New Mexico Inspection of Public Records Act. If any of these public records are requested for review/inspection under the Act you may need to produce them. Is this a deterrent to your willingness to serve on this Board?</p> <p>No.</p>
10	<p>Currently, a few boards or commissions are “live streaming” their meetings (for example, the T-Board, Parks and Recreation Board, and the Planning and Zoning Commission.) In the future, this may be required of all boards. If you’re applying for one of the boards currently streaming or if it becomes a requirement for all B&amp;Cs to stream, is this - or will this - be a deterrent to your willingness to serve?</p> <p>No.</p>
11	<p><i>[Interview panel: Ask questions you think necessary for clarification of the written answers this applicant provided as part of their application.]</i></p> <p>N/A</p>
12	<p>Do you have any questions for the interview panel?</p> <p>No. Have attended meetings.</p>

Notes:



## LETTER OF INTEREST

DANA EVEN, GENERAL MANAGER, HOLIDAY INN EXPRESS AND SUITES

**From:** Stewart, Kelly  
**Sent:** Wednesday, September 7, 2022 11:19 AM  
**To:** Hand, Melanee <melanee.hand@lacnm.us>; David Jolly (David@metzgershardware.com) <david@metzgershardware.com>; David Jolly <djollyjr@gmail.com>  
**Subject:** Interview Form for Dana Even Interview at 2PM

Councilor Hand and David,

Attached is the B&C Interview Questions for our Zoom interview with Holiday Inn Express & Suites general manager, Dana Even, for the Tourism Implementation Task Force. Zoom link also below for your reference.

The email below from Ms. Even serves as her application.

See you at the Task Force meeting and then the interview at 2PM!

Thanks!!

Kelly

**From:** Dana Even <lamer.gm@griffinhm.com>  
**Sent:** Tuesday, August 16, 2022 2:50 PM  
**To:** Stewart, Kelly <kelly.stewart@lacnm.us>

If you were ever to pass Dana Even as a friend or stranger, you can be sure you will receive a great big Texas smile a heartfelt "Howdy". Ask how she's doing, and she will always tell you that she is living the dream and she means it! During the last 35 years, she has had the pleasure of managing large apartment communities. Enjoyed a position as a Director of Sales and Marketing over 120 apartment communities in Florida. Managed a For Rent Magazine publication and met thousands of wonderful families while managing in excess of 6,000 home homeowner associations. When her mother was diagnosed with dementia, she found great joy in being able to move to San Angelo Texas to help her parents. During that time, she decided to check out the hospitality industry as a new potential career path and fell in love with the guest interaction. After being promoted to the AGM position at Springhill Suites in San Angelo the property changed ownership and management. Griffin Management came in and now begins her latest adventure. As the new General Manager at the beautiful recently renovated Holiday Inn Express and Suites in Los Alamos New Mexico. An area where the view will take your breath away. She is excited by both the career opportunity and life adventure that awaits her. She is now thrilled to be a "New TEXican". That is a born and bred Texan gal loving life in New Mexico. Finding joy in her faith, family, friends and career, her thirty-year-old son who is a firefighter in the historic town of Charleston South Carolina, is the light her life. If you ever can head her way, be sure to stop by and say "Hey"!

At Your Service, *Always!*

**Dana Even** – General Manager  
Holiday Inn Express & Suites Los Alamos  
60 Entrada Drive  
Los Alamos, NM 87544  
(505) 661-2646



ATTACHMENT B