
General Information

All County Board and Commission members must be residents of Los Alamos County. Lodgers' Tax Advisory Board members, except the at-large community member, do not need to be residents if they are employed/represent an attraction or hotel.

Once a resident fills out and submits this application, an interview is scheduled with the B&C's County Council liaison, the relevant staff liaison, and the B&C Chair. After the interviews, the applicants' names are presented to the full Council during a regularly scheduled Council meeting, where a vote is taken regarding the appointment of each applicant. Each applicant will be notified if they are appointed or not.

Only on-line applications will be considered.

If you are interested in applying for Labor Relations Board, please contact Mary Tapia at 505-662-8040.

Profile

Board and Commission Application

Note: Please be aware that as a public entity, the County of Los Alamos, is obligated to furnish this information to the public if requested. Note also that current LANL employees, if appointed to a Board or Commission, may be required by LANL to complete a 701 form.

Which Boards would you like to apply for?

Lodgers' Tax Advisory: Submitted

Jennifer

First Name

Olsen

Last Name

Middle
Initial

Street Address

Suite or Apt

City

State

Postal Code

Email Address

Primary Phone

Alternate Phone

Registered to vote in Los Alamos?

☒ Yes ☐ No

Party affiliation as registered: (Select one of the following) *

☒ Republican

ATTACHMENT C

Jennifer Olsen

How long have you lived in Los Alamos County?

since 2013

How did you learn of this Board/Commission vacancy?

Currently Chair

Do you currently serve on any County Board or Commission?

☒ Yes ☐ No

If yes, which one? (Los Alamos County law prohibits residents from serving concurrently on more than one County board except as expressly approved in writing by the County Council before the appointment is made.)

LTAB

Community Service

List boards, commissions, committees, and organizations on which you are currently serving or have served. Include any offices held.

LTAB with the County Executive Council at the United Church East Park Pool Board

Employment and Education

List your current and past employment experience.

Currently work as the Operations Manager at the Bradbury Science Museum (LANL). I worked for LANL from 1990 - 2000/2013 - Present.

List your current and past education including any professional or vocational licenses or certificates.

Bachelors in Business Computing Bachelors in Accounting Both from NMSU

Interests & Experiences

Why would you like to serve on this particular Board or Commission?

I'd like to continue my work on this board to facilitate tourism in Los Alamos County.

What would you like to accomplish during your tenure on this Board or Commission? (Please identify any special interests you have that led you to become interested in serving on this Board or Commission.)

I'd like to see Los Alamos downtown revitalized with Business and additional hotels built in town.

Have you had any direct or indirect involvement with this Board or Commission or with the County staff supporting this Board or Commission or County Councilors? If so, please explain.

I have been on this board for 3 years.

What volunteer or professional activities have you participated in that could apply to this appointment?

I am the operations manager at the BSM. I also am active in the United Church of Los Alamos.

The time involved may be 10-15 hours per month or more. Are you able to serve the volunteer hours and attend training needed to perform your duties as an appointee?

Yes

Are there any issue or matters, financial or otherwise, that you are now or might become involved in that may come before the Board or Commission for which you seek appointment?

NO

General

Have you ever worked for Los Alamos County?

☐ Yes ☒ No

If yes, please list dates and department.

Are you related to any employee of Los Alamos County?

☐ Yes ☒ No

If yes, please indicate name and relationship.

Are you aware of any potential conflicts of interest in connection to your occupation or financial holdings in relation to your responsibilities as a member of the advisory body to which you seek appointment?

☐ Yes ☒ No

If yes, please indicate any potential conflicts.

Are you aware of the time commitment necessary to fulfill the obligations of the Board or Commission to which you seek appointment?

☒ Yes ☐ No

ATTACHMENT C

Jennifer Olsen

Can you commit to approximately 10-15 hours per month to this Board or Commission to prepare for and attend monthly meetings and training as needed?

☒ Yes ☐ No

Are you willing to participate in Board and Commission meetings that are recorded and may be live-streamed?

☒ Yes ☐ No

Are you willing to have your name listed on the County Boards and Commissions public webpage?

☒ Yes ☐ No

If you have any questions, please contact Adrienne Lovato at 505-662-8293



County Manager's Office

**BOARD & COMMISSION INTERVIEW QUESTIONS
FOR B&C MEMBERS APPLYING FOR A SECOND TERM**

Jen Olson

Applicant's Name

Board or Commission

Shanna Sasser
Interviewer Name

Lodgers' Tax Advisory Board
Date/Time of Interview
12 p.m. Nov. 18, 2024

Interview Conducted:
____ Personally
 X 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>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>Trying to find members for this board has been difficult. Not having members has prevented us from having quorum and being able to meet. The committee has a positive impact on tourism activities.</p> |
| 2 | <p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>We have created pamphlets to promote tourism and purchased software to collect tourism data.</p> |
| 3 | <p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>Finding members so that we have a quorum has been our biggest challenge.</p> |

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| 4 | <p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>The board creates a bridge between the public and the community. Doing work to support the council is a positive thing.</p> |
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| 5 | <p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>Communication through the staff at CDD. She hopes this will continue to improve now that we will have quorum.</p> |
| 6 | <p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>Yes, the training with the lawyer on conflicts of interests was very helpful. Also the Roberts Rules of Order was a great training for the new members.</p> |
| 7 | <p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>Would like to be more active as a group and provide grassroots oriented service. We hope to grow the budget so that we can provide more opportunities for helping the community.</p> |
| 8 | <p>The purpose of this question is to make sure you are 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 continue serving on this Board?</p> <p>No</p> |

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| 9 | If this board decides (or is required) to “live stream” their meeting, will this be a deterrent to your willingness to continue serving on the board? No |
| 10 | Do you have any questions of the interview panel? No |
| 11 | <i>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</i> |

Notes

Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.

Revised 2/12/18



County Manager's Office

BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM

Jen Olsen
Applicant's Name

LTAB
Board or Commission

David Reagor V
Interviewer Name

Date/Time of Interview
12 p.m. Nov. 18, 2024

Interview Conducted:
 Personally
 X 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>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>Serving as the chair of the board. Quorum has been difficult. Have trouble have any meetings. Not accomplishing much.</p> |
| 2 | <p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>The board has not accomplished much. Very few meetings. Sunny 505 and pamphlets. Community us very interested in moving forward on tourism. Good public support.</p> |
| 3 | <p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p><i>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</i></p> <p>Staff turnover has been terrible. Want Ellyn and Shanna to move us forward.</p> |

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| 4 | <p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>I like the BC system. It is a bridge between the council and the staff. Hard to encourage the board members. Need to support staff.</p> |
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Revised 2/12/18

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| 5 | <p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>Staff changes have blocked communications. Hope to find some stability. Get quorum.</p> |
| 6 | <p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>The ethics class from the county attorney was very good. Keep that. Wants to plug the board into more local initiatives.</p> |
| 7 | <p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>Need to have an active board. Need more lodging in the town and on the board. Could be an important resource for the community.</p> |
| 8 | <p>The purpose of this question is to make sure you are 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 continue serving on this Board?</p> <p>No.</p> |
| 9 | <p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>No.</p> |

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| 10 | Do you have any questions of the interview panel? No. |
| 11 | <i>[Interview panel: Ask questions you think necessary for clarification of the answers this applicant provided on their application form or during this interview.]</i> No. |

Notes

Thank the applicant for their feedback on the B&C system, and their willingness to continue serving as a Board or Commission member.

Revised 2/12/18



County Manager's Office

BOARD & COMMISSION INTERVIEW QUESTIONS FOR B&C MEMBERS APPLYING FOR A SECOND TERM

Jen Olsen
Applicant's Name

Lodgers' Tax Advisory Board
Board or Commission

Ellyn Felton
Interviewer Name

Date/Time of Interview
12 p.m. Nov. 18, 2024

Interview Conducted:
 Personally
 X 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>Since you are re-applying for this position, you must feel that the Board or Commission actions are worthwhile. What do you consider to be the positive aspects of the position? The negative?</p> <p>Negative - Finding quorum to move forward.</p> <p>Positive - Impact to build bridges + help fund projects can help us grow tourism + an income stream.</p> |
| 2 | <p>What has the Board or Commission accomplished during your term? What have you been able to contribute to the accomplishments that you are pleased with?</p> <p>It hasn't done a whole lot, but we help fund pamphlets, datafy, + Sunny SOS. I think this helps Council make decisions.</p> <p>Our Community is interested in tourism aspects + we're fortunate, we just need people to get us going.</p> |
| 3 | <p>What do you believe are the greatest issues facing the Board or Commission for which you've applied and how do you feel this Board or Commission can contribute to the resolution of these issues?</p> <p>[Note to interview panel: If the answer to this question appears to be off base with Council's goals or directives, please explore a little more.]</p> <p>Having Staff working to make sure we get people who want to do work can make a difference.</p> |

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|---|---|
| 4 | <p>Now that you've served on this board or commission, how do you perceive the role of County Boards and Commissions in local government? Do you have suggestions for better operation of this board or commission? Of operations of the Board and Commission system in general?</p> <p>I feel like this is the grassroots bridge + I like it. "We can do the legwork" to help Council in their initiatives.</p> |
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| 5 | <p>Based on your experience serving on this board or commission, please share your thoughts on the communication methods between this Board and Council? How can we improve?</p> <p>Communication has been through Staff, but with changes it was a bit murky. I'm hoping with full Staff that it improves.</p> |
| 6 | <p>Have you attended any training sessions related to your duties and responsibilities as a board member? Is there any training that you feel the County could provide to improve the effectiveness or efficiency of the board or commission system, as a whole, or of board or commission members individually?</p> <p>I attended a training with a lawyer regarding conflict of interest. Going over Council of orders would be great for training. I'd also like to know how we can plug into local initiatives.</p> |
| 7 | <p>What suggestions/comments would you like to offer in connection with your Board or Commission service so far?</p> <p>I am looking forward to the board being activated hopefully grow budget to make a difference.</p> |
| 8 | <p>The purpose of this question is to make sure you are 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 continue serving on this Board?</p> <p>No.</p> |

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| 9 | <p>If this board decides (or is required) to "live stream" their meeting, will this be a deterrent to your willingness to continue serving on the board?</p> <p>No.</p> |
| 10 | <p>Do you have any questions of the interview panel?</p> |
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Notes

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