

DATE: 2.22.22

TO: City Clerk

FROM: City Representative Cassandra Hernandez

ADDRESS: 300 N. Campbell TELEPHONE 915.212.0003

Please place the following item on the (Check one): CONSENT X REGULAR _____

Agenda for the Council Meeting of 3.1.22

Re-Appointment of Elena Grasheim to the Ethics Review Commission by Representative

Item should read as follows: Cassandra Hernandez, District #3

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Ethics Review Commission

NOMINATED BY: City Representative Cassandra Hernandez DISTRICT: 3

NAME OF APPOINTEE Elena Grasheim

(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: ____ NO x

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: NO

LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS):

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Elena Grasheim

EXPIRATION DATE OF INCUMBENT: 2.20.22

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 3.1.22

TERM BEGINS ON : 3.1.22

EXPIRATION DATE OF NEW APPOINTEE: 2.20.24

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

M. Elena Grasheim

EDUCATION

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL

Washington, DC

Juris Doctor, May 2012

Activities: Pro Bono Chair, Hispanic Law Students Association;
Co-President, Student Animal Legal Defense Fund

OUR LADY OF THE LAKE UNIVERSITY

San Antonio, Texas

B.A., Liberal Studies, *magna cum laude*, December 2007

LEGAL EXPERIENCE

WYATTUNDERWOOD

El Paso, Texas

Partner

February 2014-Present

- Managing attorney; sole attorney handling all family and civil matters for the firm; family practice covering protective orders, divorces, modifications, enforcements, and SAPCRs; civil practice including small business representation and creation of business entities, contract litigation and drafting, commercial and residential landlord tenant negotiation and litigation, wills and probate matters; personal injury cases, and appointments as an ad litem for children in Child Protective Services cases.

TEXAS RIOGRANDE LEGAL AID

El Paso, Texas

Attorney

November 2013-February 2014

- Represented clients in family law cases; provided detailed written advice to applicants for legal assistance for whom TRLA did not have the resources to fully represent; legal research; acted as Duty Attorney for entire service area intakes on a bi-monthly basis; drafted pleadings for pro se litigants.

TEXAS RIOGRANDE LEGAL AID

San Antonio, Texas

Fellow

August 2012-March 2013

- Represented clients as part of the Public Benefits Team; legal research and Open Records Requests regarding Medicaid, Medicare, CHIP, and Social Security; drafting of pleadings at both the State and Federal level; preparation of cases for hearings before Administrative Law Judges.

U.S. DEPARTMENT OF AGRICULTURE, APHIS-ANIMAL CARE

Riverdale, Maryland

Management Analyst

October 2010-May 2012

- Drafted and reviewed rules and proposed rules published in the Federal Register; created regulatory work plans; reviewed and revised regulatory change proposals; represented USDA at conferences and meetings; composed regulatory compliance records and case priority recommendations; consulted with General Counsel and advised Deputy Administrator on pending litigation and possible program changes; provided legal opinions and advice to Deputy Administrator and Program Managers.

U.S. DEPARTMENT OF AGRICULTURE, OFFICE OF GENERAL COUNSEL

Washington, DC

Special Detail

May 2011-December 2011

- Produced pleadings, briefs, memoranda, and other legal documents; reviewed wide variety of rulemaking actions for the Marketing Division's client agencies, including those concerning research and promotion programs, marketing orders, and inspection programs and commodity standards; conducted legal analysis of provisions in federal legislation and their effect on USDA programs; met with client agencies to provide legal direction regarding proposed program changes.

TEXAS RIOGRANDE LEGAL AID

El Paso, Texas

Summer Associate ~ Equal Justice America Fellow

May 2010-August 2010

- Conducted legal research and writing; participated as a second chair in a County Court trial proceeding regarding a plaintiff's affirmative property suit; participated and conducted in client intake, communication, management, and responsibility; drafted pleadings for litigation; assisted in drafting discovery for labor and employment matters; maintained record of TRLA federal grant for anti-discrimination provisions of the INA materials; developed and presented oral bilingual presentations for the community; composed interrogatories for family law cases; participated in opponent negotiation.

NIGHTLINE, INC.

Mountain City, Tennessee

Regulatory Compliance Manager

August 2008-August 2009

- Prepared ISO audit materials and represented the company during the audit process, implemented a Standard Operating Procedure Manual; created and maintained the company quality manual and procedures; maintained current and prospective client's compliance with Department of State International Traffic in Arms Regulations through document approval and preparation, prepared application in accordance with FAA standards to become a certified provider.

BAR ADMISSION

- Texas State Bar (2013)