



Board Appointment Form

City Clerk's Office

Appointing Office	Representative Cassandra Hernandez, District 3
Agenda Placement	Consent
Date of Council Meeting	02/13/24
Name of Board	Ethics Review Commission
Agenda Posting Language	
Re-appointment of Elena Grashiem to the Ethics Review Commission by Representative Cassandra Hernandez, District 3.	
Appointment Type	Regular
Member Qualifications	
Currently on Ethics Review Committee	
Nominee Name	Elena Grashiem
Nominee Date of Birth	
Nominee Email Address	
Nominee Residential Address	
Nominee Primary Phone Number	
Residing District	District 1
City Employed Relatives	N/A
Prior Board Membership	
Ethics Review Commission 2022 - Present	
Real estate owned in El Paso County	
Previous Appointee	Elena Grashiem
Reason for Vacancy	Term Expired
Date of Appointment	02/13/24
Term Start Date	02/21/24
Term End Date	02/20/26
Term	Second 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)