



# Board Appointment Form

City Clerk's Office

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