

PATRICK A. PASCHALL

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Senior policy attorney, non-profit executive, former elected official with a background in leading policy initiatives, managing organizations, negotiating contracts, and federal financial compliance. Proven success in strategic leadership, program management, grant administration, and developing operating and compliance procedures.

PROFESSIONAL EXPERIENCE

American Rescue Plan Program Manager

10/2021 - Present

City of Hyattsville, Full-time, 40 hours/week

Hyattsville, MD

- **Senior Contract Specialist:** Responsible for developing and managing all aspects of the City's \$17.9M American Rescue Plan Act (ARPA) allocation.
- **Program Oversight:** Developed and maintained a complex tracking and risk assessment tool, analyzing 50+ projects totaling over \$20M in tracked expenses for construction, programs, supplies and services.
- **Grant Administration:** Created and implemented emergency grant programs totaling over \$6M to support community individuals and organizations, including designing application procedures, outreach, application review and award, contract administration, and program evaluation.
- **Developed long- and short-range procurement plans,** strategies, and approaches to align ARPA funding with community priorities, ensuring compliance with federal regulations.
- **Reviewed contractor proposals, source selections, Requests For Proposals (RFPs),** and progress reports for compliance with federal and local procedures and internal controls.
- **Reviewed Federal Guidance and provide regular updates** to Management and Council about changes in federal regulations and sub regulatory guidance regarding compliance requirements.
- **Subaward Management:** Wrote RFPs, reviewed submissions, developed selection matrix and managed subaward committee review process, wrote award contracts, and conducted ongoing oversight.
- **Negotiated contract modifications** to accommodate evolving operational requirements and federal compliance updates, collaborating with vendors and legal counsel to implement adjustments.
- **Administered contracts throughout their lifecycle,** from award to closeout, ensuring adherence to federal guidelines, modifications as needed due to operational requirements or budget adjustments.
- **Prepared and submitted detailed Quarterly Reports** to the U.S. Treasury Department.

Adjunct Professor, Justice and Public Policy

08/2024 – Present

American University, Part-Time, 10 hours/week

Washington, DC

Teaching and mentoring upper-level undergraduate students in the Justice, Law, and Criminology Department within the School of Public Affairs. Courses: JLC 309 – Justice and Public Policy, Fall 2024 and Spring 2025.

Director, Executive Office

3/2020 – 08/2021

The Optical Society, Full-time, 40 hours/week

Washington, DC

- **Executive Office Leader** for a global scientific membership association serving 22,000 members with 140 staff.
- **Leadership Support:** Direct key initiatives in collaboration with the CEO, including strategic projects across the association's \$60M budget and global membership network.
- **Project Manager and Problem-Solver:** Support CEO supervision of 6 C-level/8 other direct-reports, supervise the Executive Assistant, and manage internal and external CEO communications.
- **Capacity Building:** Lead the creation of the OSA History Collection Archive, digitizing and preserving over 1,100 records to enhance organizational learning and institutional knowledge.

Director of Finance and Operations

National Center for Transgender Equality, Full-time, 40 hours/week

Washington, DC
6/2017 – 10/2019

- **Senior leader responsible for overseeing all finance and operations-related needs**, including accounting, budgeting, human resources, staff development, technology, facilities, legal compliance, and other day-to-day operations for a national non-profit organization with 20 staff and \$3M+ budget.
- Develop **internal legal compliance guidelines** to ensure the organization's communications comply with Internal Revenue Service and Federal Election Commission laws and regulations.
- Lead **major IT infrastructure improvements**, including selecting a new vendor for day-to-day technology operations needs, installing a new firewall, updating two-factor authentication protocol, developing an IT Security Plan, and upgrading telephone systems.
- Serve as **lead negotiator of major contracts** for the organization resulting in tens of thousands of dollars in savings on contracts for temporary office space, a new donor relations management platform, IT operations and security vendor, organization insurance policies (D&O, general liability, etc.), and others.
- **Establish and update operating policies and procedures** to accommodate the needs of a rapidly growing organization, including establishing written procedures for processing payroll and retirement contributions, disability accommodations and FMLA leave requests, remote work, emergency office closures, credit card use policies, and COBRA continuation enrollment procedures.

Council Member, Ward 3

Hyattsville City Council, Part-Time, 10 hours/week

Hyattsville, MD
5/2013 - 5/2017

- **Elected Official** serving a city of 18,000 residents and over 100 staff. Setting policy priorities and passing a \$16M+ annual operating budget.
- **Draft, introduce, champion, and pass legislation** on an array of issues:
 - Civil Rights: Comprehensive non-discrimination law making Hyattsville the only city Prince George's County with transgender-inclusive legal protections; Sanctuary City law ensuring local government officials and police will not ask about or document immigration status.
 - Voting Rights: Reducing the voting age to 16, making Hyattsville the second jurisdiction in the United States to allow 16-year-old residents to vote in municipal elections; Established All-Resident Voting and Same-Day Voter Registration
 - Paid Family Leave: 6-weeks of paid time off for City employees who qualify for FMLA.
- **Media**: Washington Post, New York Times, NBC4 Washington, Prince George's Community TV, Telemundo, Hyattsville Life & Times, Prince George's Gazette, and The Kojo Nnamdi Show.

Executive Director

FreeState Justice, Full-time, 40 hours/week

Baltimore, MD
3/2015 - 3/2017

- **Executive leader** of Maryland's statewide lesbian, gay, bisexual, transgender, and queer (LGBTQ) legal services and policy advocacy non-profit organization with 7 FTE, \$500k annual budget, and 20+ Board Members.
- **Manage the organization's day-to-day operations**, provide strategic direction, supervise staff, ensure fiscal responsibility, execute all fundraising activities, write and maintain an annual budget over \$500,000, and effectively interface with a large and active Board of Directors.
- **Negotiate and execute a merger between two statewide non-profit organizations**, including all aspects of structuring the merger, negotiating MOUs, merging operations and finances, co-mingling boards, public messaging, and establishing a name, mission, vision, for the newly merged organization.
- **Strategic Planning**: Lead the organization through a comprehensive strategic planning process, utilizing outside consultants to facilitate diversity, equity, and inclusion discussions and values/goals activities with the Board of Directors.

- **Oversee and advise litigation activities** that include a case in the state’s highest court resulting in establishing a de facto parenting structure in Maryland and filing a federal Title IX lawsuit against a school district for refusal to allow equal access to restroom and locker facilities for transgender students.
- **Develop and execute policy strategy**, including successful efforts to remove discriminatory transition-related care exclusions from health insurance plans administered by Maryland’s Medicaid agency, plans sold by CareFirst in Maryland, and plans available on the individual, small group, and student health plan markets.
- Successfully **produce a major fundraiser gala** with over 300 attendees resulting in more than \$100,000 raised in new revenue.
- **Manage successful relocation of an active law office**, including identifying suitable space, negotiating lease terms, managing logistics for physical office move, establishing utilities and operations systems, and furnishing the new office.

Senior Policy Counsel

Washington, DC

National LGBTQ Task Force, Full-time, 40 hours/week

3/2011 – 3/2015

- Served as **in-house expert on federal policies and Supreme Court cases** that impact LGBTQ people.
- **Identified, researched, and executed an active policy agenda** across an array of substantive issues, including health care, housing, employment, prisons, voter protection, shelters, data collection, and non-discrimination protections at the federal, state, and local levels.
- **Led advocacy efforts** to secure meaningful implementation of the first federal law to prohibit discrimination against LGBTQ people, the Violence Against Women Reauthorization Act of 2013
- **Managed a coalition of 25 non-profits** collaborating to advance federal agency policy priorities.
- **Engaged media** on LGBT federal policy issues. Featured on Inside Story on Al Jazeera America, Washington Post, Associated Press, Washington Blade, and Metro Weekly. Attended and presented at conferences; wrote blog posts, press releases and legal analysis.
- **Lead analyst of Supreme Court** cases that impact the LGBT and progressive communities, including leading the team to analyze, respond to, and implement the landmark Windsor decision, which struck down the unconstitutional “Defense of Marriage Act.”
- Elected SEIU 1199 **Union Delegate**, representing 28 Bargaining Unit members in negotiations with management. Successfully negotiated 3-year contract that included increased fringe benefits and no increase in health insurance premiums for members.
- Manage the **Holley Law Fellows program**, including all aspects of recruitment, hiring, budgeting, and supervision for a skills-based program that trains 4-6 full-time student attorneys to advance federal, state, and local policy priorities. Budget: \$45,000.

EDUCATION

Hofstra University School of Law

Hempstead, NY

Juris Doctor

2010

- Admitted to Practice Law in Texas (inactive)

Texas A&M University

College Station, TX

Bachelor of Arts in Political Science,

2007

Minor in History

PUBLICATIONS

Minority Voting in the United States, Praeger/ABC-CLIO Publishing, December 2015. *Transgender Voters*. Contributed a chapter analyzing voting patterns and behavior of transgender voters and political candidates to this two-volume college textbook on voting behavior and access for minority groups in the United States.