



August 14, 2025

Honorable Members of the City Council  
c/o City Clerk  
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have appointed Mr Louis Herrera to the Commission on Disability for the term ending June 30, 2030.

I certify that in my opinion Mr Herrera is especially qualified by reason of training and experience for the work which shall devolve upon Him, and that I make the appointment solely in the interest of the City.

Mr Herrera will fill the vacancy created by the departure of Candace Cable.

Sincerely,

A handwritten signature in black ink that reads 'Karen Bass'. The signature is written in a cursive, flowing style.

KAREN BASS  
Mayor

KB:lap

Attachment



## COMMISSION APPOINTMENT FORM

**Name:** Louis Herrera  
**Commission:** Commission on Disability  
**End of Term:** June 30, 2030

### Appointee Information

1. **Race:** Latinx
2. **Gender:** male
3. **Council District and neighborhood of residence:** 6 - North Valley APC
4. **Are you a registered voter in the City of Los Angeles?** Yes
5. **Prior commission experience:**
6. **Highest level of education completed:** Master of Science in Assistive Technology & Human Services, California State University Northridge
7. **Occupation/profession:** Customer Programs Outreach/Accessibility Specialist, Southern California Gas Company
8. **Experience(s) that qualifies person for appointment:** See attached resume
9. **Purpose of this appointment:** Appointment



**10. Current composition of the commission (excluding appointee):**

<b>Commissioner</b>	<b>APC</b>	<b>CD</b>	<b>Race</b>	<b>Gender</b>	<b>Term End</b>
Cable, Candace	Central	14	Caucasian	F	6/30/2025
Schlesinger, Alisa	South Valley	4	Caucasian	F	6/30/2029
Acevedo, Jorge	East LA	1	Latinx	M	6/30/2028
Hopkins, Iran	South Valley	4	Latinx	F	6/30/2028
Barrios, Mary Grace	Central	5	API	F	6/30/2027
Tagawa, Akiko	Central	13	API	F	6/30/2027
Williams, Robert	Central	4	Caucasian	M	6/30/2027
Bitonte, Robert	Central	14	Caucasian	M	6/30/2026
Cabanban, Myrna	Harbor	15	API	F	6/30/2026



# Louis Herrera

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**Summary:** Over 40 years of experience in the area of Assistive technologies across various disabilities. Familiar with Americans with Disabilities Act (ADA) policies and regulations as well as other agencies addressing areas affecting individuals with disabilities not covered under the ADA. Maintains an open communication with various ADA centers around the country such as the Pacific ADA center in San Francisco and the Southeast ADA Center in Alabama. Continues to work towards educating our customers both internal and external in terms of the needs of the disability communities and provide input regarding potential solutions or alternatives that may yield a path towards reasonable accommodations. Actively works to expand a diverse and inclusive collaboration with multicultural organizations and agencies serving the disabled throughout our service territory. Strong interpersonal networks in the disabled community achieved through personal market segmentation tactics.

## **Education:**

- **California State University Northridge (CSUN): 2011**  
Master of Science in Assistive Technology & Human Services
- **University of Phoenix: 2003**  
Bachelor of Science in Business Management

## **Professional Experience:**

### **Southern California Gas Company (SoCalGas): May 2009 – Present**

**Customer Programs Outreach/Accessibility Specialist:** *January 2015 - Present*

**(Contractor:** *January 2015 – July 2018 / Full Time Employee:* *July 2018 – Present)*

Responsible for the administration, promotion and coordination of various customer assistance programs (CAP) – CARE, ESA, and Medical Baseline. Promote an inclusive, positive and caring image to underserved groups and organizations that can benefit from CAP. Identify and engage community-based organizations serving individuals with disabilities and develop collaborative partnerships. Follow decision directives for effective program implementation and to meet program goals.

**Customer Assistance Programs Outreach, Agile 1:** *June 2012 – November 2014*

Promote Customer Assistance Programs and services to the blind community by visiting local chapters and groups of organizations that served individuals with various degrees of visual impairments up to total blindness as well as other disabilities. Attend outreach events to promote gas company Customer Assistance Programs to the low-income communities.

**Desktop Accessibility Support Independent Contractor – as needed basis:** *June 2009 – December 2014*

Contractor with Garden Grove Base on an as needed basis, to support SoCalGas employee who sustained numerous injuries while serving in Iraq War. Assisted in developing technology for visually impaired SoCalGas personnel. Created audio hardware modification enhancements to accommodate hearing loss. Worked with both the mainframe and desktop application developers to educate them on screen reader programming. Developers were able to make enhancements to improve usability for blind user with a screen reader. Developers also learned techniques and concepts that when applied during the coding process, would allow the user to utilize functions and features of the app.

**Web Accessibility Compliance Consultant – as needed basis:** *April 2010 – May 2011*

Responsible for reviewing specific web pages as they were being developed for accessibility. Input was provided regarding issues encountered while navigating the web pages or while attempting to pay the



gas bill using a braille display. Educated developers on visual accessibility enhancements to improve web page accessibility.

**Visual Aid Services: April 2011 – December 2014**

**Assistive Technology Training Consultant on as needed basis**

Train individuals with various degrees of disabilities in the use of both software and hardware to help improve quality of life. Taught students of all ages and cultural backgrounds computer and mobile technology to navigate the internet and pay bills online as well as purchase groceries via the internet to have them delivered to their home.

**Veterans Administration, Long Beach – Vendor Training Contractor: August 2010 – December 2011**

Individualized training for veterans of all ages. Training focused on basic computing skills due to individuals dealing with compound disabilities resulting from service-related injuries. Training also included how to navigate the internet, learn assistive technology tools such as screen reader, and screen magnifier programs.

**Junior Blind of America, Baldwin Hills: June 2008 – November 2010**

**Advance Assistive Technology Contractor: November 2009 – November 2010**

Develop a program to train individuals with disabilities on advance use of assistive technology. Taught how to perform both software and hardware maintenance on their equipment. Individuals also learned how to make use of Adobe Acrobat accessibility enhancements to make various PDF formats accessible for screen reader use. Advanced students began utilizing Apple Macintosh and Windows accessibility platforms.

**Contract Trainer - Injured Vets Coming Home: June 2008 – November 2009**

Developed training program to address compound disabilities and assistive technology software or hardware that could mitigate problem areas. This program also introduced hands free technology and word prediction tools that assisted the veterans with the ability to compose a document unassisted despite physical limitations.

**Technology Skills:**

- Proficient with Jaws and NVDA Screen reader speech programs
- Proficient with Smart Thermostat accessibility technologies (i.e. Nest and Ecobee)
- Proficient with Apple accessibility products for iPhone, iPad and iTouch
- Proficient with Android Talkback and Brailleback accessibility
- Proficient with Google Chromebook, Chrome O/S accessibility, Apple Macintosh platform and voiceover accessibility, and Macintosh O/S magnification features.
- ZoomText for Mac and Windows Professional Certified
- Proficient with Kindle Fire HD using speech and magnification.
- Experience with: BookSense Victor Stream Milestone and Plectalk digital readers/recorders
- Experience with electronic Braille displays: Brailiant 32, Focus 40BT, Braille Edge, VarioConnect 24 Ultra and Seika 16
- Proficient with BrailleNote, Voice Sense and Braille Sense note takers
- Experienced with Kurzweil 1000 OCR reading software
- Proficient with Duxbury Braille translator for converting print to Braille using a Braille printer
- Proficient with Microsoft Windows 10 built-in Accessibility
- Experience with Linux and active beta tester for both Microsoft and Apple



### **Certifications:**

- California State University Northridge, Assistive Technology Application Certification Program (ATACP)
- Microsoft Certify Software Engineer “MCSE” for Windows

### **Leadership:**

- California Public Utility Commission, Telecommunication Access for the Deaf and Disabled Advisory Committee (CPUC TADDAC): **2018 – Present**
- Fiesta Educativa, Board of Directors President: **2017 – Present**
- Southern California Resource Services (SCRS), Board of Directors President: **2017 – Present**
- Los Angeles World Airport Commission, Airport ADA Advisory Committee (AAAC): **2014 - Present**
- Thank-A-Vet, Board of Directors Member: **2008 - Present**
- Federal Communications Commission (FCC), 21<sup>st</sup> Century Telecommunication Accessibility Act: **2011 - 2013**
- Association for Standards and Measures, Accessible Fitness Standards Committee: **2011 - 2013**
- Independence Fund, adaptive Technology Advisor: **2009 - 2013**
- American Institute for the Prevention of Blindness, Technology Chairman: **2008 - 2014**
- California Council of the Blind State, Committee Member: **2000 - 2016**
- Los Angeles Department on Disabilities Commission (LA-DOD): **2006 - 2015**





August 14, 2025

Dear Mr Herrera:

I am pleased to inform you that I hereby appoint you to the Commission on Disability for the term ending June 30, 2030, subject to confirmation by the City Council.

To begin the appointment process, please review, sign, and return the enclosed Remuneration Form and undated Letters of Separation **within one week** of receiving this letter. These documents are necessary to ensure the most efficient, open, and accountable city government possible.

Mayor's Office policy requires all potential commissioners to be fingerprinted as part of the background check. The Commissions team will assist in connecting you with Personnel's Background Unit so that you may schedule an appointment to have this done. You must schedule the appointment **within one week** of receiving this letter.

Should this apply to your commission, you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws, and a copy of the State Form 700/Statement of Economic Interests. You are required to complete and return this form **within 21 days** of your nomination to the City Ethics Commission via the California Fair Political Practices Commission's e-Disclosure website, or by mailing the forms to City Hall at 200 N. Spring Street, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Samantha Rodriguez at the City Ethics Commission by email at [samantha.rodriguez@lacity.org](mailto:samantha.rodriguez@lacity.org).

As part of the appointment process, Imelda Padilla, your Councilmember, and Councilmember Hugo Soto-Martínez, the Chair of the Civil Rights, Equity, Immigration, Aging, and Disability Committee, may wish to meet with you to answer any questions they have. Our office will assist with arranging these meetings.



Mr Louis Herrera  
August 14, 2025  
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Additionally, you will be required to attend public meetings at City Hall where your appointment will be considered. You will be hearing from our office and a City Council Clerk who will let you know when your appointment will be considered by the Civil Rights, Equity, Immigration, Aging, and Disability Committee. Sometime thereafter, you will be notified of the date when your appointment will be presented to the full City Council. Before you may begin serving, you will be required to take the Oath of Office in the City Clerk's Office located in Room 395 of City Hall. If you require parking for these meetings, please contact my Commissions team by email at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

Per the City Charter, most commissioners must be registered voters of the City of Los Angeles, and must therefore reside within Los Angeles. If you move at any point during your term, or your contact information changes, please contact my Commissions team immediately at the email address listed below. While we hope that you complete a successful term, if for some reason you intend to resign, please do so in writing to my Commissions team at [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org).

Congratulations, and thank you for agreeing to serve the people of Los Angeles.

Sincerely,

A handwritten signature in black ink that reads "Karen Bass". The signature is fluid and cursive, with the first name "Karen" and last name "Bass" clearly distinguishable.

KAREN BASS  
Mayor

KB:lap



Attachment I  
Mr Louis Herrera  
August 14, 2025

## **Nominee Check List**

### **I. Within 7 days:**

- ☐ Email the below completed documents, found on the last three pages of this letter, to: [myr-commissions@lacity.org](mailto:myr-commissions@lacity.org) OR mail them to:

Office of the Mayor  
Attn: Luz Portillo  
200 N. Spring Street, Room 303  
Los Angeles, CA 90012

- Remuneration Form
- Undated Separation Letters (2)

- ☐ Schedule an appointment to get fingerprinted to complete a background check. The Commissions team will assist in connecting you with the Personnel Background Unit.

### **II. Before your appointment is heard in committee or full council (you will be contacted by the Clerk's Office with this date):**

- ☐ File the following forms with the City Ethics Commission. If you are required to file, you will receive these forms via email from that office. Be sure to take no more than 21 days to file, per City law.

- Statement of Economic Interest ("Form 700")  
*IMPORTANT:* The City Council will not consider your nomination until your completed form is reviewed by the Ethics Commission.
- CEC Form 60

### **III. The Mayor's Office will notify the below Councilmembers of your nomination, so that they may reach out to schedule a meeting with you should they wish.**

- ☐ Your City Councilmember Imelda Padilla
- ☐ Councilmember Hugo Soto-Martínez, Chair of the Council Committee considering your nomination

### **IV. Public Meetings at City Hall:**

- ☐ Civil Rights, Equity, Immigration, Aging, and Disability Committee Hearing
- ☐ Full Council Hearing