

**NOTICE OF FOCUS GROUP MEETING
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
MOBILEHOME AND RECREATIONAL VEHICLE PARK MANAGER
TRAINING ACT (Senate Bill 869, 2022)**

The California Department of Housing and Community Development (HCD) is providing notice of a virtual focus group meeting on February 22, 2024, to present a framework for a Mobilehome and Recreational Vehicle Park Manager Training Act (Park Manager Training Program or “Program”), as mandated by [Senate Bill 869 \(Chapter 662, Statutes of 2022\)](#), and request feedback during the meeting for HCD use in developing Program regulations. This Program is intended to ensure that the management of mobilehome parks and recreational vehicle parks have the knowledge, proficiency, and skills needed to carry out the duties of their job.

**February 22, 2024
(Virtual – Zoom)
9:00 A.M. – 11:00 A.M.
(End time is an estimate; meeting may conclude earlier)**

AGENDA TOPICS

1. Welcome by HCD
2. Focus Group Meeting Purpose and Format
3. Ground Rules:
 - a. Time limit is three minutes for each comment.
 - b. Be respectful of others participating.
 - c. Stay muted unless your name is called, or the phone line is opened for comments.
 - d. Keep all comments and discussions related to the agenda items or topics.
 - e. If you need help at any time, email sb869@hcd.ca.gov.
4. Overview Presentation and Discussion of Proposed Program (this is a tentative list and may be subject to change).

A presentation of the proposed program will be provided for discussion during the focus group meeting. HCD will provide an opportunity for participants to provide feedback on each item below.

Item 1: Park Manager Training Program Overview

Item 2: Park Manager Training Program Scope

Item 3: Park Manager Training Program Compliance

Item 4: Third-Party Training Providers

Item 5: Local Enforcement Agencies' Role

Item 6: Park Manager Training Program Timeline

Item 7: Comments / Questions

MEETING MATERIALS

- When available, additional meeting materials will be posted on the HCD website navigate to HCD's [Title 25 Rulemaking](#) website.

MEETING DETAILS

To reduce audio feedback or other technical issues, please join the meeting through one device only.

Join on your computer or mobile app

<https://hcd-ca-gov.zoom.us/j/87589364343>

Registration may be required when participating in this focus group. Please have your contact information ready and follow the steps outlined online.

Or call in (audio only)

Phone Number: +1 (669) 900-9128

Conference ID: 875 8936 4343

For each agenda "Item" number above in topic number 4, the facilitator will take comments from online participants followed by phone participants. If you wish to make a comment on a specific agenda item, please:

- Wait for the facilitator to ask for public comments from the online participants and then from phone participants.
- When called upon, please unmute your phone/device.
- When you are done speaking, please mute your phone/device.

The timekeeper will monitor the length of discussion to ensure that all participants stay within the three-minute time limit in order. This is to allow every participant the opportunity to comment.

To support inclusive community engagement, HCD provides the following services **upon request**:

- Free aids and services to people with disabilities to communicate effectively with HCD, such as:
 - Qualified sign language interpreters and real-time captioning.
 - Written information in other formats such as Braille, large print, audio, accessible electronic formats, and other formats.

- Free language services to people whose primary language is not English, such as:
 - Qualified interpreters.
 - Information written in other languages.
- Requests for accommodations for individuals with disabilities should be made to HCD **no later than five working days** prior to the day of the meeting. Requests can be made by email with “Reasonable Accommodation Request” in the subject line to the Park Manager Training Program staff at sb869@hcd.ca.gov.

ADDITIONAL MEETING INFORMATION

- Meetings are subject to cancellation, and agenda items are subject to being taken out of order, removal, continuance, or referral. Technical difficulties with equipment experienced prior to or during the meeting preventing or inhibiting accessibility accommodation are not cause for not holding or for terminating the scheduled meeting.
- Questions and concerns about the meeting agenda, comments about the proposed changes, or to request a copy of the meeting materials, please contact the Park Manager Training Program staff at sb869@hcd.ca.gov.