



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: *November 18, 2025*

**DATE:** September 22, 2025

**TO:** Board of County Commissioners

**FROM:** Ryan Gustafson, Director, Human Services Agency  
775-785-8600, rgustafson@washoecounty.gov

**THROUGH:** Kate Thomas, Interim County Manager

**SUBJECT:** Recommendation to continue authorizing the Human Services Agency (HSA) contractors, contracted staff, volunteers and hired temporary service employees to drive Washoe County vehicles to conduct Washoe County Human Services Agency business activities. (All Commission Districts). FOR POSSIBLE ACTION

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### SUMMARY

The Human Services Agency is recommending the Board reaffirm authority for Human Services Agency (HSA) contractors, contracted staff, volunteers and hired temporary service employees to drive Washoe County vehicles to conduct Washoe County HSA business activities. HSA will require all contractors, contracted staff, volunteers and temporary service workers to meet the same requirements as County employees to be eligible to drive County vehicles as part of their job duties.

**Washoe County Strategic Objective supported by this item** Vulnerable Populations

### PREVIOUS ACTION

On December 14, 2021, the Board authorized Human Services Agency (HSA) Contractors and hired temporary service employees to drive Washoe County vehicles to conduct Washoe County Human Services Agency business activities.

On August 27, 2019, the Board approved Human Services Agency (HSA) Volunteers who have successfully completed the established training process to drive County vehicles to support HSA programming.

### BACKGROUND

Washoe County Code Chapter 5.389 provides for the use of County vehicles. Section 2 states, "Unless otherwise authorized by the Board of County Commissioners, only county officers or employees are authorized to drive county-owned vehicles." Contractors, contracted staff, volunteers and temporary employees working with the Human Services Agency (HSA) often conduct agency duties that require interaction with clients, families, and the community. In some cases, their tasks require transporting clients or families to

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address service needs. Therefore, HSA is seeking authority for contractors, contracted staff, volunteers and hired temporary service employees to drive Washoe County vehicles to conduct Washoe County Human Services Agency business activities.

HSA received prior authorization for volunteers (2019) and hired temporary service employees (2021) to drive Washoe County vehicles. This item is being brought back to the Board reaffirmation, in part due to the length of time that has passed since those initial authorizations, and in part because the Housing and Homeless Services Division (HHS) has since been integrated into HSA. HHS was not formally considered under the prior request but also has the need for volunteers, contractors and temporary service employees to drive Washoe County vehicles during business activities. This item seeks to ensure clarity and transparency for the request and to reaffirm the Boards' intent to provide authority for all driver types needed across the agency.

### **FISCAL IMPACT**

There will be no direct fiscal impact. Funding for all costs associated with the ongoing maintenance and fuel for the vehicles exists within the FY26 Human Services Agency budget in Fund 221, Fund 223, Fund 225, and Fund 228. Costs for additional claims will be recognized in funds 221, 223, 225 and 228 as per usual.

### **RECOMMENDATION**

Recommendation to continue authorizing the Human Services Agency (HSA) contractors, contracted staff, volunteers and hired temporary service employees to drive Washoe County vehicles to conduct Washoe County Human Services Agency business activities.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: *"Move to continue authorizing the Human Services Agency (HSA) contractors, contracted staff, volunteers and hired temporary service employees to drive Washoe County vehicles to conduct Washoe County Human Services Agency business activities."*