



## Monterey County Board of Supervisors

### Board Order

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066  
www.co.monterey.ca.us

A motion was made by Supervisor Luis A. Alejo, seconded by Supervisor Jane Parker to:

**Resolution No.: 20-088**

- a. Approve and adopt the Monterey County Policy on Electronic Signatures, as presented; and
- b. Direct the Contracts/Purchasing Officer to implement and amend the policy as necessary to enable and encourage County suppliers and County staff to use electronic signature technology to process documents as permitted by law.

PASSED AND ADOPTED on this 24<sup>th</sup> day of March 2020, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Parker and Adams

NOES: None

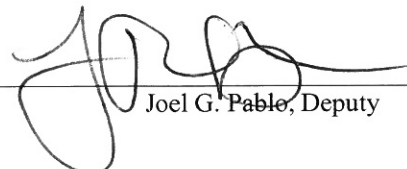
ABSENT: None

(Government Code 54953)

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting March 24, 2020.

Dated: March 24, 2020  
File ID: RES 20-038  
Agenda Item No.: 30

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California



Joel G. Pable, Deputy

*Before the Board of Supervisors in and for the  
County of Monterey, State of California*

**Resolution No.: 20-088**

- Adopt a Resolution to )
- a. approve and adopt the Monterey County Policy on Electronic )
- Signatures; and )
- b. Direct the Contracts/Purchasing Officer to implement and )
- amend the policy as necessary to enable and encourage County )
- suppliers and County staff to use electronic signature technology )
- to process documents as permitted by law.

**RECITALS**

**WHEREAS**, in order to increase productivity, efficiency, security, and to further the County of Monterey’s goal of improving its environmental impact, the Countywide Electronic Signature Policy, attached hereto as Exhibit A, sets forth when electronic signatures may be used, with the goal of encouraging the use of paperless, electronic documents whenever appropriate and permitted by law.

**WHEREAS**, the legality and use of electronic signatures is currently governed by state and federal laws as codified in 15 U.S.C. § 7001, *et seq.*; California Government Code §16.5; and California Civil Code §§1633.1, *et seq.*

**WHEREAS**, based on analysis of the existing policy and process for executing documents requiring the signature of any person that is required to demonstrate authorship, approval, authorization, or certification, the use of electronic signatures Countywide is encouraged where is operationally feasible and permitted by law.

**WHEREAS**, the County IT Department entered into an agreement with DocuSign on December 10, 2019 to purchase DocuSign software and system support for the County of Monterey.

**WHEREAS**, the use of electronic signatures will digitize the signature collection process and eliminate the need for paper documents and ink signatures. Reducing the County’s reliance on paper-based transactions will further improve information security and allow for faster approval of and access to documents, and reduce costs and environmental impact.

**WHEREAS**, the use of DocuSign will promote efficiency, conserve public resources and provide assurances about the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the County.

**WHEREAS**, the County Board of Supervisors has considered how the use electronic signatures may impact County business conducted electronically.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Monterey does hereby:

Approve and adopt the Monterey County Policy on Electronic Signatures, as presented.

Direct the Contracts/Purchasing Officer to implement and amend the policy as necessary to enable and encourage County suppliers and County staff to use electronic signature technology to process documents as permitted by law.

PASSED AND ADOPTED on this 24<sup>th</sup> day of March 2020, by roll call vote:

AYES: Supervisors Alejo, Phillips, Lopez, Parker and Adams

NOES: None

ABSENT: None

(Government Code 54953)

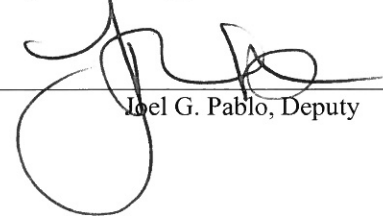
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County of Monterey, State of California



Joel G. Pablo, Deputy