



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** RES 20-038, **Version:** 1

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- 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.

**RECOMMENDATION:**

- 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.

**SUMMARY/DISCUSSION:**

The Monterey County Policy on Electronic Signatures increases productivity, efficiency, security, and furthers the County of Monterey's goal of improving its environmental impact by allowing County staff to execute documents electronically when permitted by applicable law. This proposed Countywide Electronic Signature Policy was created for utilization by all County Departments. While the use of electronic signatures will not be mandatory, its use will be strongly encouraged. The use will not change the current routing and approval processes and requirements.

The policy applies to documents requiring the signature of any person that is required to demonstrate authorship, approval, authorization, or certification. It encourages the use of electronic signatures in documents and transactions where it is operationally feasible to do so, and where permitted by law. When in use, electronic signatures will expedite the contract execution and management process.

Under this proposed policy, Departments are directed to work with County Counsel to determine where applicable laws permit an electronic signature to be used. Each Department that opts to use electronic signatures would adopt their own business practices to support the requirements of this policy.

On December 10, 2019 the Board of Supervisors approved an agreement with DocuSign, Inc. in the amount of \$19,980. This agreement provides 10,000 envelopes to execute contracts or any other documents requiring electronic signature.

**FINANCING:**

The DocuSign software cost approved in December of 2019 will be covered by ITD enterprise fees. No additional appropriations are required and there will be no increase to County cost. Indeed, increasing the use of electronic documents including e-signatures is expected to reduce costs associated with staff time as well as paper usage.

**OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved the proposed Electronic Signature Policy.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

These actions will help ensure the timely provision of necessary services to all County Departments.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Debra Wilson, PhD, Contracts/Purchasing Supervisor

Approved by: Leslie J. Girard, County Counsel

Attachments: 1.) Monterey County Policy on Electronic Signatures DRAFT; 2.) Resolution DocuSign; 3.) DocuSign Policy