

COUNTY OF NEVADA
STATE OF CALIFORNIA
BOARD OF SUPERVISORS



Chair Heidi Hall, 1st District
Edward C. Scofield, 2nd District
Vice-Chair Dan Miller, 3rd District
Susan Hoek, 4th District
Richard Anderson, 5th District
Julie Patterson Hunter, Clerk of the Board

NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: April 28, 2020
TO: Board of Supervisors
FROM: Julie Patterson Hunter, Clerk of the Board
SUBJECT: Resolution supporting the adoption of a policy of the County of Nevada allowing electronic and facsimile signatures on certain official documents.

RECOMMENDATION: Please consider adopting the Resolution supporting the adoption of a policy of the County of Nevada allowing electronic and facsimile signatures on certain official documents.

FUNDING: N/A.

BACKGROUND:

The County of Nevada wishes to allow electronic and facsimile signatures on certain official documents as allowed by California Government Code sections 16.5 and 25103. Government Code section 25103 requires a resolution by the Board of Supervisors authorizing the use of facsimile signatures of the chairperson on official documents.

The use of electronic and facsimile signatures will support the increasing need for remote execution of documents and the County's Sustainable Initiative goals by reducing the consumption and storage of paper documents and the maintenance and supply of printers. Additionally, there are associated costs and County staff time savings identified with the use of electronic and facsimile signatures.

The Chair of the Board of Supervisors shall be required to personally sign all original resolutions, ordinances and minutes except during emergency situations such as a Public Safety Power Shutoff, a County-wide shelter-in-place order, or other extenuating circumstance. If the Chair of the Board of Supervisors uses electronic or facsimile signatures during an emergency event the Clerk of the Board will maintain evidence that the electronically signed documents were delivered to the Chair of the Board of Supervisors as required by California Government Code section 25103.

Item Initiated and Approved by: Julie Patterson Hunter, Clerk of the Board

Submittal Date: April 16, 2020
Revision Date:

950 Maidu Avenue, Suite 200, Nevada City CA 95959-8617
phone: 530.265.1480 | fax: 530.265.9836 | toll free: 888.785.1480 | email: bdofsupervisors@co.nevada.ca.us
website: <https://www.mynevadacounty.com/>