

# MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

January 16, 2024

VOTING MEMBERS PRESENT: Charles L. Norman, Registrar  
Anne Dean, Assistant Registrar  
Branden Meyer, Clerk of Courts, Fairfield County, Governor Appointee  
Tracy Zuver, Clerk of Courts, Fulton County, Governor Appointee  
Calvin Freeman, Clerk of Courts, Mercer County, OCCA President  
Sandy Wilson, Clerk of Courts, Fayette County, Designee for OCCA President

VOTING MEMBERS ABSENT: None

NON-VOTING MEMBERS PRESENT: None

NON-VOTING MEMBERS ABSENT: Steven Russell, Ohio Department of Taxation Designee  
Christina Frass, Ohio Office of Budget Management Designee  
Mariah Kanode, Ohio Department of Natural Resources, Division of Watercraft Designee

ODPS/BMV PERSONNEL: Karim Aba, Administrative Officer 2, Title Support Services  
Gene Riggs, Administrative Officer 1, Title Support Services  
Karen Casparro, Administrative Officer 2, Application Development  
Ashley Nelson, Financial Manager, Fiscal Section 3  
Scott Perry, Financial Manager, Revenue Management  
Barbara Hamilton, Senior Financial Manager, Fiscal Services  
Matthew Dickinson, Director's Office, Program Administrator 3  
Hilary Stai, Director's Office, Project Manager 1

ALSO IN ATTENDANCE: Laura Zupko, Clerk of Courts, Belmont County  
Rich Simms, Franklin County Auto Title  
Jeanne Stephen, Clerk of Courts, Tuscarawas County

MINUTES BY: Alisan Duran, Administrative Professional, Title Support Services

The meeting of the Ohio Automated Title Processing (ATP) Board was called to order by Registrar Charles Norman at 1:35 p.m. The meeting was held in conference room 1106 of the Shipley Building at 1970 West Broad Street, Columbus, Ohio.

Registrar Norman announced that there was a quorum. Board members reviewed the minutes from the October 17, 2023, meeting and Branden Meyer motioned to approve the meeting minutes. Tracy Zuver seconded the motion, which passed unanimously.

## **OLD BUSINESS/ONGOING AGENDA ITEMS:**

**ATPS Team** – Karen Casparro reported that they are working on ongoing items received from the clerks, Title Support Services and the Office of Vehicle Services. The items include a batch add Transfer on Death (TOD) screen and a tax exception called SV (specialty vehicles) in order to handle the unconventional vehicles. The word on the title will need to be changed from exempt to exception when it's an unconventional vehicle since they are not exempt, but there is an exception in the law for that. Along with the title, the documents and forms that are printed will also need changed. The team is also working on better navigation of the title manual and a data sync with the National Motor Vehicle Title Information System (NMVITIS). The initial data load to NMVITIS in 2005 had many errors and there was insufficient BMV staff to work on the errors. The data sync is a long process, the American Association of Motor Vehicle Administrators (AAMVA) estimates it will be one to four months for a state of Ohio's size. Once the data sync is done it will be better

for AAMVA, clerks, and other states. New screens in ATPS are being developed in relation to House Bill (HB) 33 requirements for the Registrar to collect sales tax from the clerks. A list has been compiled of volunteers from counties that will test the new screens, ensure they are working and potentially provide suggested changes. Testing sessions should begin next week or the following. Work is ongoing with the signature pad project. Personnel from networking, security, IT support and ATPS will regroup to decide on wired or wireless connections, and how the documents signed by the customer will get to the Electronic Document Imaging System (EDIS).

Barbara Hamilton mentioned that the language the Treasurer of State submitted and was implemented in HB33 did not involve the Registrar in the taxing of watercraft. The way it was left will have the clerks remitting watercraft taxes weekly to Taxation. Although there has been attempts to add language regarding watercrafts, no headway has been made. Registrar Norman commented that the clerks or their association might speak with the Treasurer to explain how the duplicative tax submissions would impact business processes and make things more difficult. Tracy Zuver asked if the monthly paper checks that are sent to the BMV would also be part of the new system. Ms. Casparro stated that this is not currently being worked on although the team has visions of that. Mr. Zuver commented that he believes clerks would be on board to get rid of paper checks. Ms. Hamilton added that they are concentrating on HB33, but that they hope to accomplish that. Scott Perry indicated that he has brought this up in meetings with IT, and after the legislative part is done that is the goal. Mr. Zuver was asked by Ms. Casparro about how the watercraft tax is submitted. He replied that it was by check, and that in total four checks are issued each month to pay various taxes when it could be automatic clearing house (ACH) payments or electronic transfers. A question was raised by Calvin Freeman about the possibility of presenting what was discussed in a separate package and combining all the things together. Karen Casparro explained that there was a deadline for HB33 that had already passed. Registrar Norman added that a Memorandum of Understanding (MOU) was obtained from the Treasurer's Office to allow the current process to continue since the statutory deadline would not be met.

Registrar Norman inquired if other states had completed the NMVITIS data sync and if the process cleaned up their roles in the way they anticipated. Karim Aba replied that there were a handful of states that completed the process and that the states he has spoken to loved the end result. They were able to clean up all the data and clear their queues as far as the phone calls and issues.

**Title Manual Status Update** – Registrar Norman reported on Tiffany Crawford's behalf that she is working on manual updates, which should be completed by the end of January. Sandy Wilson reported that the Title Manual Committee reached their goal in going through all of the different directives, and would meet after the board meeting concluded to try and finalize a specific definition for the unconventional vehicle type. Ms. Wilson complimented Tiffany on doing a great job working through everything along with the Committee. Karim Aba complimented the Title Manual Committee, Ms. Crawford and everyone involved on the momentum in which information is deciphered, and added that the Committee is something to be proud of.

**Title Support Services Update** – Karim Aba reported that the first part of the 2024 title stock is soon to be released, approximately 2.8 million titles. The delivery is set for February 8, 2024. The team did a great job monitoring all the current inventories for the title offices. The current inventory should sustain the offices beyond February, just in case of inclement weather. Communications will be sent to the clerks, as is normally done. Once the cut sheet from the company is received, each title office will know exactly what the total number will be. Mr. Aba informed the Board that updates have been made to the BMV website. New information has been added to educate customers that it is the county that issue titles, and not the BMV. With the Registrar's guidance, information pertaining to electronic titling has also been updated to inform customers where to go once the loan is paid. Title Support Services met with DPS-IT and Keith Hall in December 2023 about scanner replacements and a new project manager has been assigned. Mr. Aba believes the deadline to be later this year. Title Support Services will be in the middle coordinating efforts and clerks can expect to receive communications and potentially a survey.

Tracy Zuver complimented Mr. Aba on the way the title deliveries are being handled. Mr. Zuver also appreciates the help received from Title Support Services by relieving offices of the burden of ordering titles and that they were previously overstocked. Mr. Aba thanked Mr. Zuver and also the Title Support team, former colleagues and ATPS for the collective effort in determining what works best.

Title Support Services worked with Fiscal and Revenue Management to take over the toner cartridge reimbursement process. A form has been developed to collect all needed information for approval. Mr. Aba thanked Ashley Nelson for the help that was received from her team. Ms. Nelson reciprocated the appreciation and thanks for Mr. Aba's team and the work that is being done.

#### **GENERAL BUSINESS:**

Barbara Hamilton distributed the financial report and thanked Ashley Nelson and Scott Perry for putting it together. Ms. Hamilton noted that there was no material change in appropriation for fiscal year 2024 in comparison to prior years. If no money came in, the fund could run a couple of years. The Board was asked if they wanted the Dealertrack itemizations. Mr. Meyer and Ms. Wilson indicated that they were helpful. Only half of the appropriation is being used for the Electronic Lien Transaction (ELT) program which Ms. Hamilton believes to be due to changes in law. The fund is doing very well and able to handle the expenses it has.

