

# MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

July 19, 2022

VOTING MEMBERS PRESENT: Charles L. Norman, Registrar  
Anne Dean, Assistant Registrar  
Karen Bood, Clerk of Courts, Morrow County, Designee for OCCA President  
Branden Meyers, Clerk of Courts, Fairfield County, Governor Appointee  
Tracy Zuver, Clerk of Courts, Fulton County, Governor Appointee

VOTING MEMBERS ABSENT: Mary Swain, Clerk of Courts, Butler County, OCCA President

NON-VOTING MEMBERS PRESENT: Mariah Kaonde, Ohio Department of Natural Resources (ODNR), Division of Watercraft, Designee for Casey Raver

NON-VOTING MEMBERS ABSENT: Christina Frass, Office of Budget Management OBM  
Steve Russell, Administrator, Department of Taxation

ODPS/BMV PERSONNEL: Gene Riggs, Administrator 1, Title Support  
Karen Casparro, IT, Administrative Officer 2,  
Scott Perry, Administrative Officer 2, Revenue Management  
Ashley Nelson, Administrative Officer 2, ODPS AP/Budget  
Tiffany Crawford, Publications Coordinator

ALSO IN ATTENDANCE: None

MINUTES BY: Marva Chisolm, Administrative Professional, BMV



Meeting of the Ohio Automated Title Processing (ATP) Board was called to order by Registrar Charles Norman at 1:36 p.m. The meeting was held in Conference Room 1101 of the Shipley Building at 1970 West Broad Street, Columbus, Ohio.

Board members reviewed the minutes from the April 19, 2022, board meeting. Tracy Zuver motioned to accept the April 19, 2022, meeting minutes, and Branden Meyers was second to accept the motion, which passed unanimously.

## OLD BUSINESS/ONGOING AGENDA ITEMS:

**ATPS Update** - Karen Casparro reported that on July 7, 2022, there was a live test of the Ohio Title Portal (OTP). Live transactions were tested and were not voided afterwards, in order to make sure everything was ready, and the test included Grant Street. They worked with Delaware County and everything worked well, including the testing of a void. OTP went live and everything went very well system wise on the morning of July 11. There have been 122 applications started, of those, 55 are still in progress, meaning they are still at the customer level for whatever reason. 50 of the 122 have been legitimately rejected by the counties because the back of the title, the application portion was not completed, signed, and notarized. This is where there needs to be education to the customers. In order to try to resolve the situation, a picture of the back of the title, filled out by Visual Communications showing exactly what needs to be signed and notarized was created. Since then, there has been benefit, but they are still missing that fact because the customer is not aware of what needs to be done and we are trying to get that information on the website. There has been a total of 12 titles issued in eight days through OTP. There is some education that needs to happen and some tweaks behind the scene, but all in all they are pleased with the OTP. Registrar Norman asked how long it takes per transaction. Karen stated it is taking less than 13 minutes on average to process a transaction. There was a discussion and suggestions on how to promote the OTP using local media.

Title Manual Status Update – Tiffany Crawford reported they continues to work on updates. The next set of updates will go out soon.

**GENERAL BUSINESS:**

Ashley Nelson distributed reports containing financial information as of June 30, 2022. FY 2022 shows a total budget appropriation of \$16,446,027 with expenses disbursed of \$7,461,102 and expenses encumbered but not yet expensed as of Fiscal year-end of \$1,368,455, leaving unused appropriation of \$7,616,470. There is a likelihood that all the \$1,368,455 of encumbered expenses will not be used, it will depend on what PO/bills are received. We don't always receive the bills before the fiscal year ends and we may still be paying those bills in July, August, and September. Ashley stated that we are coming up on a budget cycle and will be receiving guidance from OBM in the next couple of weeks. The next meeting in October is right around when we will be submitting budget requests and will be working the Registrar's Office on putting together that budget request.

Branden Meyer asked about the status of the multifactor authentication discussion an email. Gene stated he reached out to David Shuster and he said he had not heard anything from Jasmine. Branden asked Karen if this is intertwined with the ATP email project. Karen feels that there needs to be a way to contact everyone as quickly as possible in certain cases. Branden stated there has been discussions on whether the counties need to have an ATPS email and most think no. The suggestion was maybe one or two persons per office with a county email. Karen stated that a lot of times the message board is not big enough to communicate as fully as needed. Branden asks is there a possibility to put a message on the message board, or the possibility to click a link on the message board to receive the information. With enough time, resources, and money, yes, however everything must be prioritized. A few options will be explored.

**OTHER BUSINESS:**

Brandon Meyer made a motion to adjourn the meeting and Tracy Zuver was second to motion. The motion passed unanimously. The meeting was adjourned at 2:28 pm

UPCOMING MEETINGS: October 18, 2022

MINUTES:



CHAIRPERSON



APPROVED

DISAPPROVED

This 18<sup>th</sup> day of October 2022.