

# MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

October 18, 2022

VOTING MEMBERS PRESENT: Charles L. Norman, Registrar  
Tracy Zuver, Clerk of Courts, Fulton County, Governor Appointee  
Brandon Meyer, Clerk of Courts, Fairfield County, Governor Appointee  
Kim Bood, Clerk of Courts, Morrow County, Designee for OCCA President  
Mary Swain, Clerk of Courts, Butler County, OCCA President

VOTING MEMBERS ABSENT: Anne Dean, Assistant Registrar

NON-VOTING MEMBERS PRESENT: None

NON-VOTING MEMBERS ABSENT: Steve Russell, Administrator, Department of Taxation  
Casey Raver, Ohio Department of Natural Resources (ODNR), Division of  
Watercraft  
Christina Frass, Office of Budget Management (OBM)

ODPS/BMV PERSONNEL: Karim Aba, Administrative Officer 2, Title Support  
Gene Riggs, Administrative Officer 1, Title Support  
Karen Casparro, IT, Administrative Officer 2  
Ashley Nelson, Administrative Officer 2, AP/Budget  
Tiffany Crawford, Publications Coordinator  
Scott Perry, Administrative Officer 2, Revenue  
Management  
Barbara Morse, Sr. Financial Analyst  
Sydney King, Policy Advisor

ALSO IN ATTENDANCE: None

MINUTES BY: Alisan Duran, Administrative Professional, Title Support

The meeting of the Ohio Automated Title Processing (ATP) Board was called to order by Registrar Charles Norman at 1:34 p.m. The meeting was held in conference room 1106 of the Shipley Building at 1970 West Broad Street, Columbus, Ohio.

Tracy Zuver announced that it was Mary Swain's final meeting as OCCA president, and Registrar Norman thanked her for her service.

Board members reviewed the minutes from the July 19, 2022, board meeting. Brandon 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 the Ohio Title Portal (OTP) was released in July and is very noticed and used by the public however, few titles are issued due to the notary section of the title not being completed. This issue was discussed at the Title Portal Committee Meeting, along with how the ATPS team will be working on making it easier for counties to reject these transactions. Some of the rejection messages the customer receives will be adjusted for clarity of language, thereby eliminating the need for a typed response from the county. In the case of a walk-in customer that must be turned away, county offices could assist with the paperwork, witness it, and encourage use of the OTP, instead of returning to the office. Encouraging use of the OTP would not take money from counties, since the county has a period of time where they can grab the transaction in the OTP and process it.

The team continues working on adjusting about forty forms within ATPS to fit the signature pad, and trying to improve things for electronic lien holders and non-electronic lien holders who employ a service provider to manage their titles. Lien cancellations are free,

