

**MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD**

**April 16, 2019**

**VOTING MEMBERS PRESENT:**

Charles L. Norman, Registrar  
Anne Dean, Assistant Registrar  
Todd Bickle, Clerk of Court, Muskingum County  
Bernie Quilter, Clerk of Court, Lucas County

**VOTING MEMBERS ABSENT:**

Maureen Kelly, Clerk of Court, Lake County – OCCA President's Designee

**NON-VOTING MEMBERS PRESENT:**

Sharon Hanrahan, Office of Budget and Management (OBM)

**NON-VOTING MEMBERS ABSENT:**

Steve Russell, Assistant Administrator, Department of Taxation  
Kemmeth Kirk, Ohio Department of Natural Resources (ODNR), Division of Watercraft

**ODPS/BMV PERSONNEL:**

Teresa Johnson, Chief, BMV Title Support  
Demitria Crumiell-Hagens, AP2, BMV Title Support  
Lolitha Jordan, CSA3, BMV Title Support  
Kathy Corrigan, Administrator, Vehicle Services  
Pam Newman, Chief, ODPS-IT  
Karen Casparro, Administrative Officer, ODPS – IT  
Ron Wehner, Fiscal Manager, ODPS Fiscal  
Barbara Hamilton, Assistant CFO, ODPS Fiscal  
Emily Davidson, Special Assistant, ODPS  
Tiffany Crawford, Publications Coordinator, ODPS

**ALSO IN ATTENDANCE:**

Taylor Pair, OBM  
Cindy Mollenkopf, Clerk of Courts, Van Wert County  
Jean Meckstroth, Clerk of Courts, Auglaize County  
Matt Chacey, Ohio Auto Dealers' Association  
Joe Cannon, Ohio Auto Dealers Association  
Vanessa Bradfield, Chief Deputy, Montgomery County  
Shelle Hill, Chief Deputy, Hardin County  
Tracy Zuver, Clerk of Courts, Fulton County  
Lisa Gilliland, Clerk of Courts, Vinton County  
Penny Underwood, Clerk of Courts, Champaign County  
Ann Dunbar, Clerk of Courts, Wyandot County  
Dan Pullium, Manager of Government Affairs, DealerTrack  
Rosey Patti, Dealertrack  
Linda Byram, Chief Deputy, Shelby County  
Michele Mumford, Clerk of Courts, Shelby County  
Sue Wehage, Deputy Clerk, Van Wert County  
Ronald Clifton, Deputy Clerk, Mahoning County

Branden Meyer, Clerk of Courts, Fairfield County – OCCA President  
Jean Meckstroth, Clerk of Courts, Auglaize County  
Cindy Bailey, Clerk of Courts, Clinton County  
Karen Infante Allen, Clerk of Courts, Trumbull County  
Teresa Dankovic, Clerk of Courts, Guernsey County  
Chell Everett, Title Office Manager, Shelby County  
Pam Dillard, Chief Deputy, Lucas County  
Natalie Frauce, Clerk of Courts, Delaware County

MINUTES BY:

Demitria Crumiell-Hagens, AP2, BMV Title Support

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Meeting of the Ohio Automated Title Processing (ATP) Board was called to order by Registrar Charles Norman at 1:41 p.m. The meeting was held in Conference Room 1106 of the Shipley Building at 1970 West Broad Street, Columbus, Ohio.

Registrar Norman introduced himself to members of the Board. Board members reviewed the minutes from the January board meeting. There were no revisions requested. Todd Bickle motioned to approve January's meeting minutes and Bernie Quilter seconded the motion.

**OLD BUSINESS/ONGOING AGENDA ITEMS:**

ATPS bug fixes and enhancements are still taking place monthly. Calls to the helpdesk regarding system problems have reduced greatly. At the OCCA Title Seminar there was a demo on a new scanning feature that will prevent Clerks from having to go into the "Reprint Error Job" screen. It is a simplified process that is much better than Kofax. All title offices now have laser title printers. There have been some hardware issues. Occasionally the printers will print the title manual on their own. Title stock is being destroyed in the process. There were three (3) instances that turned into six (6) instances where the title stock contained duplicate control numbers. The duplicate control numbers are not printing from the ATPS system. The duplicate control numbers are coming from the title stock in the packages. RR Donnelly has been very responsive in remedying this issue. There is a sister printing function in place that catches errors. Three million titles have been issued. Out of the three million titles five (5) were printed wrong due to duplicate control numbers that turned ten (10) titles being incorrect. Clerks should be very mindful of the control numbers on the title stock.

The title redesign implementation was completed on Thursday, April 11, 2019. The title redesign project went smooth. The newly designed title is 8 ½ x 11. Excel and the county title offices worked well together during implementation. The installation process happened with little to no interruption to the title offices. Most title offices were up and running smooth before noon.

Title Manual meetings continue to take place twice monthly via conference call and in-person. The third update of the manual was implemented in May. The feedback form for revisions and topic additions is now included in the manual. There have been a lot of feedback forms received and they are very helpful.

**GENERAL BUSINESS:**

Reports distributed contained financial information as of March 31, 2019. The fund is three –quarters through Payroll which is \$2,174,930. There is \$878,255 left to go for personal services encumbered. Excel and Guidesoft funds have not yet been disbursed. Maintenance funds are already covered and disbursed. Equipment allocations is the cost paid for printers and it is approximately \$602,645 through the vendor Blue Tech. County allowance has not had any funds disbursed but there is an allowance of \$60,000. ELT has been paid \$1,729,005 as of March 31, 2019. Dealertrack invoices are now Monthly. The revenue report shows the deposits of the fund by quarter. DAS charges from the ATPS fund include technology costs such as servers, storage, and centralized services. There was a slight discrepancy with the financial disclosure handouts. Edited versions will be given at the next meeting along with a footnote that shows interest accrued each quarter based on the daily cash balance.

**OTHER BUSINESS:**

Bernie Quilter inquired on the number of Dealers signed up with Dealertrack. On average 30 Dealers are signed up who have not begun processing. There are approximately 71 Dealers signed up for the no charge option that are actively processing and 220 Dealers signed up for Dealertrack services altogether.

Bernie Quilter motioned to close the meeting. Anne Dean seconded the motion. The meeting was adjourned at 2:09 p.m.

The next ATP Board meeting is scheduled for July 16, 2019, at 1:30 p.m. in the Shipley Building Conference Room 1106.

UPCOMING MEETINGS: July 16, 2019

MINUTES:  \_\_\_\_\_ APPROVED  \_\_\_\_\_ CHAIRPERSON  
DISAPPROVED \_\_\_\_\_

This 9<sup>th</sup> day of September 2019.