

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

**July 14, 2020**

**VOTING MEMBERS**

**PRESENT:**

Charles L. Norman, Registrar  
Anne Dean, Registrar's Designee  
Bernie Quilter, Clerk of Court, Lucas County  
Cynthia Bailey, Clerk of Court, Clinton County - OCCA President  
Maureen Kelly, Clerk of Court, Lake County - OCCA President's Designee  
Branden Meyer, Clerk of Court, Fairfield County, Governor Appointee

**VOTING MEMBERS**

**ABSENT:**

**NON-VOTING MEMBERS**

**PRESENT:**

Kathleen Madden, Office of Budget Management (OBM)  
Lacey Harrier, Ohio Department of Natural Resources (ODNR), Division of Watercraft

**NON-VOTING MEMBERS**

**ABSENT:**

Steve Russell, Assistant Administrator, Department of Taxation

**ODPS/BMV PERSONNEL:**

Karim Aba, Acting Chief, ODPS BMV Title Support  
Joseph Kirk, Program Administrator 3, ODPS - Legal  
Karen Casparro, Administrative Officer, ODPS - IT  
Jerry Zachariah, Data Systems Administrator, ODPS - IT  
Keith Albert, Chief, ODPS - IT  
Jeffery Coffey, ATPS Supervisor, ODPS - IT  
David Albrecht, Supervisor, ODPS - IT  
Ashley Nelson, ODPS, Fiscal  
Tiffany Crawford, Publications Coordinator, ODPS

**ALSO IN ATTENDANCE:**

Pam Dillard, Chief Deputy, Lucas County  
Daniel Pullium, Cox Auto, Inc., Dealertrack  
Dana Foltz, Cox Auto, Inc., Dealertrack

**MINUTES BY:**

Evelyn Serrano, ODPS BMV Dealer Licensing



Registrar Charles Norman called meeting of the Ohio Automated Title Processing (ATP) Board to order at 1:35 p.m. The meeting was held as a virtual and live event through Microsoft Teams.

The members took a moment of silence to remember Todd Bickle, a board member who passed away. Board members reviewed the minutes from the January board meeting. Bernie Quilter motioned to approve the January meeting minutes and Maureen Kelly seconded the motion, which passed unanimously.

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

**ATPS Team** - Karen Casparro stated that Autoscan was released on July 1st to streamline the process of getting paperwork that does not require a signature from the customer to automatically scan into the EDIS system. The county previously had to print the documents in order to scan into the EDIS system. The ATPS Team tested the process to make sure documents were uploaded and viewed properly. The team received feedback from the clerks and they were overwhelmingly happy with the new process.

Karen reported that the computer replacement project is one-third complete. Excel is the company that is installing the Windows 10 computers and follows a no tolerance guideline where a team of 2-4 employees arrive in separate vehicles, wear nitro gloves, use hand sanitizers, and require masks to be worn when they are in the offices. Excel requested to enter from a non-public door to limit contact with the public. The rest of the locations is scheduled through September 2nd to complete the computer installations.

Karen introduced Keith Albert who will replace Pam Newman and Jeff Coffee who will replace Dave Albrecht to work on ATPS.

**Title Manual Status Update** - Tiffany Crawford stated that meetings have resumed. They have several drafts under review and are working on the updates.

## **GENERAL BUSINESS:**

Ashley Nelson reported on the quarterly financial information as of June 30, 2020.

Board member Bernie Quilter said they projected the ATPS fund could be depleted within three to five years. He mentioned that they will need to look into how to replenish the ATPS fund, such as a title fee increase. Ashley responded that he is correct and they will need to have discussions on this matter.

Board member Maureen Kelly mentioned that they are seeing a huge increase in car buying in Lake County which could make up for the differences in trends.

## **OTHER BUSINESS:**

Branden Meyer asked about the status of the Polk and NADA guides being available online. Kathleen Corrigan replied that they are researching information and surveys on the online sources, such as NADA, Peck, and World Book and will have a report on cost and usage within the next thirty days.

Board member Bernie Quilter asked if a clerk's office had to close due to COVID-19, will they need to notify ODPS. Karen Casparro said they would appreciate the notice and they will place a notice of closure without reason on the ATPS message board. This will let everyone know not to send a customer to a location where they cannot be serviced.

Bernie Quilter announced that after twelve years serving on the ATPS board, he will be stepping down on December 31, 2020. If needed, he will be available for the next month until the Governor appoints a replacement.

Dan Pullium of Dealertrack gave an update on their new treasury reporting system, SAP. When they switched to the new system in July, there were four counties that lost a leading zero in their routing numbers due to a data conversion. As a result there were transaction payments that were not being sent to Sandusky, Seneca, Drake and Shelby counties due to the improper number. Over six business days, the total of \$207,000 was corrected and deposited into the county accounts.

Dan Pullium provided a financial update on the no charge product of the Dealertrack contract. There were over eleven thousand transactions in June which is the highest number of transactions processed through the ATPS system. They saw more usage of the electronic processing system which was good news for everyone.

Board member Bernie Quilter motioned to close the meeting. Anne Dean seconded the motion, which passed unanimously. The meeting adjourned at 2:15 p.m.

UPCOMING MEETINGS: TBD at 1:30 p.m.

MINUTES:

Charles Norman

CHAIRPERSON



APPROVED

DISAPPROVED

This 21 day of October 2020.