

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

April 18, 2023

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

VOTING MEMBERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Christina Frass, Office of Budget Management (OBM) Designee

NON-VOTING MEMBERS ABSENT: Steven Russell, Ohio Department of Taxation Designee
Casey Raver, Ohio Department of Natural Resources (ODNR), Division of Watercraft Designee

ODPS/BMV PERSONNEL: Karim Aba, Administrative Officer 2, Title Support
Gene Riggs, Administrative Officer 1, Title Support
Karen Casparro, Administrative Officer 2, Application Development
Ashley Nelson, Financial Manager, Fiscal Section 3
Tiffany Crawford, Constituent Services Coordinator
Scott Perry, Financial Manager, Revenue Management
Barbara Hamilton, Senior Financial Manager, Fiscal Services
Keith Hall, Information Technology Supervisor 3

ALSO IN ATTENDANCE: Paul Ingiosi, Budget/Management Analyst, Office of Budget and Management (OBM)
Joe Cannon, Ohio Automobile Dealers Association President
Deborah Myers, Clerk of Courts, Ashland County, OCCA Second Vice President
Calvin Freeman, Clerk of Courts, Mercer County, OCCA First Vice President

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.

Board members reviewed the minutes from the January 17, 2023, 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 team continues to work on a backlog of items. Recently, changes were made to a number of forms that print out of ATPS. A law passed that eliminated the notarization requirement for dealers on certain forms, and additional language was provided by Title Support staff. The changes went into production last Wednesday, and Ms. Casparro was proud of the team for finishing the project.

Work on the signature pad project continues, and the project manager is looking into procurement and scheduling. The goals are to pilot the signature pads in the next few months and bring a demo to the association. Ms. Casparro will follow up with the Board about scheduling the demo.

One of the ATPS team members attended a workshop sponsored by AAMVA. As a result, the idea of a data sync with AAMVA is being revisited and actively pursued. Ms. Casparro will attend the title seminar on Thursday and present information about ATPS reports, and how they can help counties.

Tracy Zuver requested an update on the Ohio Title Portal. Ms. Casparro recounted a transaction that was found where the owner had obtained a vehicle with an electronic lien. The lien holder eventually canceled the lien electronically and the owner allowed the title to continue being electronic. When the vehicle was recently sold, the new owner requested a title transfer through the Ohio Title Portal. This example showed what the Ohio Title Portal was meant to do, and the possibilities.

ATPS Color Printers - Keith Hall presented information to the Board about the ATPS color printers that were purchased in 2008. Due to the age of the printers, maintenance, support and parts are no longer available. Additionally, requests for service or replacement printers are received on a daily basis. Karen Casparro explained that the color printers were originally purchased so that counties could print images in color for court or investigation purposes. A survey of the counties regarding the ways the printers are currently utilized, and frequency of use, was conducted by Title Support Services. After careful consideration by the Board of the survey results and potential options, Tracy Zuver motioned that the color printers would no longer be supported. The motion was seconded by Sandy Wilson, which passed unanimously.

Mr. Hall asked the Board to make it known that when coordinating a title office move, at least six to eight months' notice is necessary. in order to change the networks, among other things. Branden Meyer mentioned that his recent office move went well, and inquired about obtaining a replacement computer for an employee. Mr. Hall will look into the matter and make sure it is taken care of.

Title Manual Status Update - Tiffany Crawford reported that broadcasts and directives from 1976 – 1991 were reviewed during the last meeting in order to determine what was obsolete or valid. They will continue working to add things to the manual not already there, and mark the obsolete items. Tracy Zuver stated that the goal is to add broadcast language to the manual and then eliminate the broadcasts. Karim Aba explained that the broadcasts were formerly used to communicate BMV policies to the clerks. Since many broadcasts were rescinded due to law changes, the goal is to have the manual as the source for the county. Sandy Wilson added that they are considering temporarily placing new broadcasts in the manual until the committee meets again to officially update the manual language. Ms. Crawford agreed that a link to the broadcast could be placed in the manual, when such communications are released between meeting times. Tracy Zuver and Sandy Wilson commented on the great job that Ms. Crawford has done working with the committee.

GENERAL BUSINESS:

Barbara Hamilton distributed reports containing financial information for the third quarter of fiscal year 2023. The ATPS fund is in very good shape. It is anticipated that if operating disbursements continue to hold the same pattern, the fund has a long future.

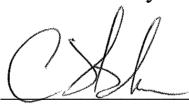
Ms. Hamilton brought up a question that was raised during the January 17, 2023, meeting regarding the insurance of all state equipment located at clerks' offices. An invoice dated December 15, 2022, was received from the Department of Administrative Services (DAS), which corresponded to the insurance policy premium for July 1, 2022 – June 30, 2023. Therefore, all state equipment in clerks' offices is insured.

Board members Tracy Zuver and Sandy Wilson thanked Gene Riggs, Karim Aba, and their team, for the good job with the multi-factor authentication (MFA) DUO tokens project. Their communications with the counties resulted in a large reduction of tokens needed. Keith Hall added that the project reduced the number of ATPS email accounts, which was another area of savings.

OTHER BUSINESS:

Branden Meyer motioned to adjourn the meeting. Tracy Zuver seconded the motion, which passed unanimously. The meeting adjourned at 2:25 p.m.

UPCOMING MEETINGS: July 18, 2023, at 1:30 p.m.

MINUTES:  APPROVED X CHAIRPERSON
DISAPPROVED _____

This 18th day of July, 2023.