

# MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

July 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

VOTING MEMBERS ABSENT: Sandy Wilson, Clerk of Courts, Fayette County, Designee for OCCA President

NON-VOTING MEMBERS PRESENT: None

NON-VOTING MEMBERS ABSENT: Steven Russell, Ohio Department of Taxation Designee  
Casey Raver, Ohio Department of Natural Resources, Division of Watercraft Designee  
Christina Frass, Office of Budget Management Designee

ODPS/BMV PERSONNEL: Karim Aba, Administrative Officer 2, 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  
Jon Rayfield, Deputy Director of Infrastructure

ALSO IN ATTENDANCE: Calvin Freeman, Clerk of Courts, Mercer County, OCCA First Vice President  
Rich Simms, Director, Franklin County Auto Title  
Paul Ingiosi, Budget/Management Analyst, Office of Budget and Management

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 1:33 p.m. The meeting was held in conference room 1106 of the Shipley Building at 1970 West Broad Street, Columbus, Ohio.

Registrar Norman announced that there was a quorum and that Sandy Wilson would not be attending the meeting. Brandon Meyer motioned to excuse Ms. Wilson and Tracy Zuver seconded the motion, which passed unanimously.

Board members reviewed the minutes from the April 18, 2023, board meeting. Brandon Meyer motioned to approve the meeting minutes on the condition that errors made in connection with Sandy Wilson's name be amended. Tracy Zuver seconded the motion, which passed unanimously.

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

**ATPS Team** – Karen Casparro reported that work continues on the signature pad and the team hopes to demo it at the August Title Committee Meeting. A project manager was assigned and reached out to counties about potentially participating in a pilot program. Positive feedback was received from the counties. Before a device selection is made, the various options are being reviewed by the security team. The team continues working on developing forms, code for signature placement, and the acceptance or rejection of the signature by the county user. It is in the very beginning stages of testing.

July 11, 2023, marked a year since the Ohio Title Portal (OTP) was released. Although OTP has not been used as much as was initially hoped for, there have been few problems with the process and no charge backs have occurred. Ms. Casparro distributed a report showing counties that issued OTP transactions and the county of issuance versus county of residence. ATPS also has the capability to generate a report showing which county the customer directed the transaction to. Registrar Norman and Assistant Registrar Anne Dean requested a report showing the county customers selected to send the transaction to, which Ms. Casparro will provide. Branden Meyer asked about a report displaying the county the customer selected to send the transaction to, and which county ultimately issued the title. Ms. Casparro indicated that such a report could be generated in ATPS, and provided information on where to access it. It was noted by Ms. Casparro that there are a few counties where residents have never submitted a transaction in OTP, and some that have never issued a title. Ms. Dean remarked that additional targeted media in areas that aren't participating in OTP, as well as statewide, may be needed. Ms. Casparro and Ms. Dean agreed that the low use of OTP is most likely due to a lack of awareness of the service. Mr. Zuver inquired about the process of how alerts are received when a title application goes into the open queue. Ms. Casparro explained that once a user logs in, the computer begins checking the queue every minute.

A problem in NMVITIS arose the day prior, but was resolved within 24 hours. It was an internal error, not a connection problem with AAMVA, and research continues to discover how the error occurred.

Mr. Meyer asked if it was known when pilot counties would begin testing the signature pads. Ms. Casparro stated that the testing date was unknown since devices are currently being reviewed by security, and that he would be notified once the date is determined.

Registrar Norman mentioned that Mr. Zuver had reached out about some payment processing possibilities. Mr. Zuver was informed that the matter is being looked into and that after speaking with the vendor, IT will be consulted.

**Title Manual Status Update** – Tiffany Crawford reported that the Title Manual Committee met the day prior for a working meeting. They continue working through broadcasts to put in the manual, and completed broadcasts from 1991-2003 during their meeting. Ms. Crawford expects that all broadcasts will be completed by the next meeting. Information was added to the manual and the revision should go out soon. The Title Manual Committee will meet again on October 16, 2023. Mr. Zuver thanked Ms. Crawford for her efforts and commented on the great working relationship that they have. Ms. Crawford thanked the committee members for the homework that they completed on their own time, which helped them get through many broadcasts.

**GENERAL BUSINESS:**

The financial report for the accounting period ending June 30, 2023, which is the end of the fiscal year, was disturbed by Barbara Hamilton. The report now shows an isolated category for toner reimbursement, although this information was incorporated in previous reports. Revenue seems to be staying fairly consistent and there has been no credit card charge back activity. During fiscal years 2024-2025 increased operating disbursements are projected, due to anticipated personal computer and scanner replacements. A realistic projection of future appropriations was considered, and the fund seems very sustainable.

**OTHER BUSINESS:**

Registrar Norman announced that BMV Investigations will host the June 2024 National Odometer and Title Fraud Enforcement Association Conference. These conferences are attended by Ohio vehicle agencies, law enforcement, manufacturers, and dealers. Clerks should also be made aware of the conference and mark their calendars since they are on the frontlines of some of these issues. Todd Ballinger will be reaching out to OCCA with information about the conference.

Tracy Zuver motioned to adjourn the meeting. Branden Meyer seconded the motion, which passed unanimously. The meeting adjourned at 1:58 pm.

UPCOMING MEETINGS: October 17, 2023, 1:30 p.m.

MINUTES:

  
\_\_\_\_\_  
CHAIRPERSON

  
\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
DISAPPROVED

This 17<sup>th</sup> day of October 2023.