

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

October 17, 2023

VOTING MEMBERS PRESENT: Charles L. Norman, Registrar
Anne Dean, Assistant Registrar
Branden 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: Mariah Kanode, Ohio Department of Natural Resources, Division of Watercraft Designee

NON-VOTING MEMBERS ABSENT: Steven Russell, Ohio Department of Taxation 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
Sydney King, Program Administrator 3

ALSO IN ATTENDANCE: 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 1:32 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 Board members reviewed the minutes from the July 18, 2023, board meeting. Branden Meyer motioned to approve the meeting minutes and Anne Dean seconded the motion, which passed unanimously.

Registrar Norman noted the arrival of Sydney King at 1:34 p.m.

OLD BUSINESS/ONGOING AGENDA ITEMS:

ATPS Team – Karen Casparro reported that the team has been working on four-week sprints based on requests received from the clerks. They have been doing a lot of technical upgrading of the software and things they use. There is an ongoing network equipment upgrade underway in ATPS offices, Deputy Registrar Offices, and OSP offices. ATPS upgrades are also being worked on.

Branden Meyer and Tracy Zuver inquired about the status of adding drop-down fields to the bookkeeping section of ATPS. Ms. Casparro indicated that a formal request for the item had not yet been received. Mr. Meyer will check on the request.

Title Manual Status Update – Tiffany Crawford reported that the Title Manual Committee met the day prior for their quarterly all-day working session where most, if not all pending topics were completed. The decision was made to meet November 6, 2023, to finish reviewing the directives and mark them as obsolete, still valid, or historical. Tracy Zuver added that the committee will have all of the

2023 workload done, and that the work sessions have been very productive. Karen Casparro commented that the work the committee does is beyond outstanding, and does not believe that it would have taken place without Ms. Crawford. Ms. Casparro also congratulated the clerks and Title Support Services for their amazing work. Mr. Zuver emphasized the team effort, communication, and great working relationship that exists between everyone involved with the committee.

GENERAL BUSINESS:

Barbara Hamilton distributed the financial report for the first quarter of the new fiscal year. The appropriation for 2024 is effectively the same as it was for 2023. No title portal chargebacks have occurred. Revenue for the first quarter looked slightly different from other quarters, although it could be due to timing issues and when revenue is deposited. It is expected that the numbers will normalize as the fiscal year progresses. Sandy Wilson asked if the difference in revenue for the first quarter was impacted by the free identification cards, and if the BMV receives reimbursement for those. Registrar Norman and Assistant Registrar Dean confirmed that the BMV does not get reimbursed. Ms. Hamilton added that the free identification cards would not show on the report.

Comparing the first quarter of 2024 versus the first quarter of 2023, there appears to be increase in ELT transactions. Scott Perry commented that the volume could be due to a new lien holder. Karen Casparro pointed out that the increase could be related to the bill requiring a lienholder to apply for a paper title, if the customer wishes to have one. Based on realistic cash projections, the ATPS fund is healthy.

The Treasurer of State Office has delegated some duties related to the weekly sales taxes to the Registrar, and Scott Perry is currently working on creating that process. Mr. Perry explained that functionality is being built into ATPS so that payment information can be submitted through an ATPS screen, instead of through the Treasurer's portal. Discussions have also been held regarding the possibility of using the existing screen, or building a new one to allow for electronic CTPI (Certificates of Title and Physical Inspections) payments. This might be something that can be worked into the current project, or it may be something for the future. Branden Meyer requested a demonstration of the new weekly sales tax process prior to going live, and Registrar Norman inquired about the project timeline. Mr. Perry believes the memorandum of understanding to be June 1, 2024. Ms. Hamilton assured the Board that there would be training and demonstrations as the project progresses.

Chief Karim Aba provided an update on the county color printer project. A total of twenty-two printers were donated to counties and twenty-seven were salvaged. Approximately seventy-three printers are remaining in the field that clerks will schedule for pickup with Excel. The Title Support Services team sent communications to all the clerks to inform them of the process, thus concluding the project. The fall title order has also been completed and the clerks are fully replenished.

OTHER BUSINESS:

Tracy Zuver motioned to adjourn the meeting. Branden Meyer seconded the motion, which passed unanimously. The meeting adjourned at 1:52 p.m.

UPCOMING MEETINGS: January 16, 2024, 1:30 p.m.

MINUTES:

CHAIRPERSON

APPROVED

DISAPPROVED

This 16th day of January 2024.