

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

April 19, 2022

VOTING MEMBERS PRESENT: Anne Dean, Assistant Registrar
Kim Bood, Clerk of Courts, Morrow County – Designee for OCCA President
Branden Meyer, Clerk of Courts, Fairfield County, Governor Appointee
Tracy Zuver, Clerk of Courts, Fulton County, Governor Appointee

VOTING MEMBERS ABSENT: Charles L. Norman, Registrar
Mary Swain, Clerk of Courts, Butler County, OCCA President

NON-VOTING MEMBERS PRESENT: None

NON-VOTING MEMBERS ABSENT: Christina Frass, Office of Budget Management (OBM)
Steve Russell, Administrator, Department of Taxation
Casey Raver, Ohio Department of Natural Resources (ODNR), Division of Watercraft

ODPS/BMV PERSONNEL: Karim Aba, Administrative Officer 2, Title Support
Gene Riggs, Administrative Officer 1, Title Support
Karen Casparro, IT, Administrative Officer 2
Tiffany Crawford, Publications Coordinator
Barbara Hamilton, Assistant Chief Financial Officer
Scott Perry, Administrative Officer 2, Revenue Management
Barbara Morse, Sr. Financial Analyst
Sydney King, Policy Advisor

ALSO IN ATTENDANCE: Joe Cannon, Advocate, OADA

MINUTES BY: Evelyn Serrano, Administrative Professional, BMV



Assistant Registrar Anne Dean called the meeting of the Ohio Automated Title Processing (ATP) Board to order at 1:32 p.m. The meeting was held in Conference Room 1106, Ohio Department of Public Safety, 1970 W. Broad Street, Columbus, Ohio. Karim Aba introduced the new Assistant Chief for the Titles Section, Gene Riggs to the ATP Board.

Board members reviewed the minutes from the January 18, 2022 board meeting. Branden Meyer motioned to accept the January 18, 2022 meeting minutes and Tracy Zuver was second to accept the motion, which passed unanimously.

OLD BUSINESS/ONGOING AGENDA ITEMS:

ATPS Team – Karen Casparro reported that the second go-live of the Ohio Title Portal (OTP) will be in the end of June. The integration with OHID is preceding very well. Citizens will have one way to log in and get things done with the BMV. They are working on having a more user-friendly experience for customers that are not familiar with the titles process and receiving assistance from notaries. There will be an upgrade of the AAMVA unity server tonight and the ATPS Team will test with AAMVA to make sure everything comes back up and running like it should.

There will be production upgrades to our regular server that is used for the ATPS process the next two Sundays and they will also have teams coming in for validation. The Team will reach out to the Limited Authority Deputy Registrars (LADR) counties to seek volunteers for testing on April 2th and May 1st for about one hour to test our connection with BASS and make certain that everything works.

They are working on the signature pads and discovered a few bugs that have to do with forms not printing correctly and the county will have to manually fill in information such as beneficiary designation that they would rather have printed through the system.

The Team asked the counties for feedback on the title font project and they will be working on those updates. Tracy Zuver asked if it will change anything they have already seen and will they be able to see it before it goes out. Karen replied that the pages that will change will be for the customer and they will absolutely have a demonstration for them when it is ready.

Tracy Zuver and Kim Bood reviewed the title font size. Kim reported that an employee worked on the title font changes and did a magnificent job. The format that was provided to be able to make revisions was excellent and easy to use. They came up with a sample and will review it with the association.

Anne Dean asked if they were going to show a demonstration at the next OTP meeting and Karen replied that they will only have a discussion since from the counties' experience there will be nothing new to demonstrate. Kim Bood asked if they can have training classes for new employees and Karen replied that they could. Tracy Zuver asked if a video recording of the training would be possible and Karen replied that would be an option and Em ChanRak also had that idea so she will ask where he is on that. Karim Aba mentioned they could record it through Teams and then post the training for employees to review.

Title Manual Status Update – Tiffany Crawford will be presenting on Thursday on behalf of the Title Manual Committee. They continue to work on manual updates. There were three revisions so far this year and they estimate a total of twelve revisions for the year. They had ten revisions last year which is the most updates they've done since they started. The committee meets twice a month. They will meet in July for a full day work session to get through some of the vending topics.

GENERAL BUSINESS:

Barbara Hamilton presented the financial information for the period ending March 31, 2022. The third quarter of 2022 shows appropriation not used is well under at 9 million dollars. Revenue is slightly above 2021 with the year 2022 trending back to normal. The cash balance is healthy and more than enough to cover two years of appropriation at 29 million dollars. DealerTrack transactions are trending down from prior years with almost every month down compared to prior years. They will record the chargebacks as received. ELT activity slightly increased in 2022 from 2021 and shows more activity than prior years for pass through revenue. The projection for worst case scenario shows it still has a positive cash balance.

Karen Casparro mentioned that ELT activity for a couple lienholders that were high-volume before have dropped-off but will start processing again since they updated their banking information.

Barbara Hamilton stated that they will submit the biennial budget this fall. The July meeting will be a good time to discuss any appropriation requests for the biennial budget.

Karen Casparro reported that Miami County is having network issues and has been down for 4 days. They have escalated the issue and they are working on a resolution.

Karim Aba reported that the title order stock delivery and inventory levels are doing well and are monitored throughout the state. Karim mentioned that the Title Section will attend the seminar and cover topics that will collectively benefit everyone.

OTHER BUSINESS:

Assistant Registrar Anne Dean thanked everyone for attending. The next meeting date will be July 19, 2022.

Tracy Zuver made a motion to adjourn the meeting and Branden Meyer was second to motion. The motion passed unanimously. The meeting adjourned at 1:58 p.m.

UPCOMING MEETINGS: July 19, 2022, October 18, 2022

MINUTES:



CHAIRPERSON



APPROVED

DISAPPROVED

This 19th day of July 2022.