

# MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

November 30, 2021

## VOTING MEMBERS

### PRESENT:

Anne Dean, Registrar's Designee  
Cynthia Bailey, Clerk of Court, Clinton County - OCCA President  
Branden Meyer, Clerk of Court, Fairfield County, Governor Appointee  
Tracy Zuver, Clerk of Court, Fulton County, Governor Appointee

## VOTING MEMBERS

### ABSENT:

Charles L. Norman, Registrar

## 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  
Karen Casparro, IT, Administrative Officer 2  
Tiffany Crawford, Publications Coordinator  
Barbara Hamilton, Assistant Chief Financial Officer  
Barbara Morse, Sr. Financial Analyst  
Dan Deniro, Financial Manager  
Sidney King, Policy Staff

## ALSO IN ATTENDANCE:

Rich Simms, Auto Title Director, Franklin County  
Jeanne Andre, Title Supervisor, Fulton County  
Mariah Kanode, Ohio Department of Natural Resources (ODNR), Division of Watercraft  
Joe Cannon, Ohio Automobile Dealers Association (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 1:40 p.m. The meeting was held in Conference Room 1106, Ohio Department of Public Safety, 1970 W. Broad Street, Columbus, Ohio.

Board members reviewed the minutes from the September board meeting. Brandon Meyer motioned to accept the September meeting minutes and Cynthia Bailey was second to accept the motion, which passed unanimously.

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

**ATPS Team** – Karen Casparro reported that they worked on updates to have NMVITIS fully aligned with other states. They are working to ensure that the right messages are being sent to NMVITIS when a title is voided and when a brand is taken off, only due to an Ohio title being voided or if an error was determined.

The Team has been working with OBM Shared Services on a new process for updating county information when counties change bank accounts and the address code is updated in order for them to get paid for ELT transactions.

The ATPS system will be audited to make sure that county and state employee access to the system is handled properly.

Ohio Title Portal (OTP) is a major project for the Team and is on target for completion. The Team started collecting bank information and W-9 forms from every county in July and the final forms are now with the credit card processor, Grant Street, in order for counties to be paid the money that is owed to them. There was one and a half months in which Grant Street was working on another project with Public Safety, however weekly meetings will resume tomorrow to get the project completed.

The Team will provide training to understand the OTP process. Training will begin on Monday for the next two weeks. There will be two sessions per day, Monday to Friday, with a total of 20 identical sessions. The sessions are live courses that offer the opportunity to ask questions and there is no limit on sessions taken. There must be at least one individual attending the class and if no one shows the first 15 minutes of the class, that session will be canceled. The Team will send an email every day that provides the link to the class and the link will launch the browser session and take you into the meeting. The training session was tested with ATPS, county office, and personal laptop computers and they all worked well. There are over 700 users though out the state so hopefully everyone will have the opportunity to take advantage of the classes.

The Team will test the OTP system with customers at county offices to determine if the system is user friendly. Brandon Meyer asked Karen Casparro how would customers upload attachments and Karen replied that information can be uploaded by using their cell phone. The Team will look at how user friendly the information is on the screen to the customer and if the customer can complete the transaction successfully. The OTP go-live date is February 23, 2022.

The counties have a situation where they are unaware of chargebacks that occur when a customer disputes a charge and the transaction is handled by the credit card processor. To work on a resolution, Assistant Registrar Dean made a motion and to move: "that the Board approve the temporary use of Automated Title Processing (ATP) funds to offset the financial losses to Clerks of Courts that may come as a result of credit card disputes from Ohio Title Portal (OTP) transactions which are unsuccessfully made whole through state collection attempts. The temporary use of funds is limit to such financial losses deemed uncollectable and identified as so on or before the end of state fiscal year 2023, which is June 30, 2023, at which time a more permanent solution will be considered." Tracy Zuver made a second to the motion. Brandon Meyer commented that will help to solve the issue instead of going to each county to work it out and when they surveyed the Clerks on the Grant Street issue they could not find another credit card company that doesn't handle it. Assistant Registrar Dean responded that it will be a work in process to implement the project. The collection process will go through the Attorney General's office and use the ATP funds. However, it will not take a large amount of money and will be a temporary solution until a permanent solution is implemented. The Board voted on the motion and the motion passed unanimously as is.

**Title Manual Status Update** – Tiffany Crawford reported that they are continuing to meet every two weeks to work on the updates. They have a two day work meeting planned in January to work through a growing list of pending topics. They had a similar meeting earlier in the fall that was productive so the January meeting should also be productive.

### **GENERAL BUSINESS:**

Barbara Hamilton presented the financial information for the period ending September 30, 2021. The first page covers the operating activity which includes payroll, personal services, maintenance, and equipment costs for the fiscal year 2021, and includes the summary budget and appropriation activity. Page 2 shows the appropriations that were disbursed for expenses in each fiscal year. There were some open encumbrances and only a few outstanding items. The next report will show whether the items were liquidated or if the amounts were adjusted. Page 3 shows operating revenue and interest and includes average quarterly totals for the past 5 years. Page 4 shows title activity trends in month to month comparison for the fiscal year by Dealertrack. Page 5 shows the Electronic Lien and Title (ELT) activity presented changes in title needs in 2020 from 2019 and remains at the same level. Page 6 shows the stability of ATPS funds in 2020 and 2021, and shows the long-term projections for the years 2022 through 2025. Page 7 shows revenue amounts in 2020 and 2021. The fund is stable as long as revenue stays higher than expenditures. Below are future estimated revenue amounts with higher appropriation than what is actually used to demonstrate how spending affects the funds. If the trend of strong revenue and conservative spending continues, the fund will either remain at the same level or grow.

Assistant Registrar Dean asked Barbara Hamilton if a report could be provided on the chargebacks for the motion that just passed and Barbara replied that the number of chargebacks will be very small but they will add a section for the new interest, the number of chargebacks and the status of collections as soon they have activity on the chargebacks and will make a modification in the next report to show the transaction cost.

### **OTHER BUSINESS:**

Assistant Registrar Anne Dean thanked everyone for attending. The meeting dates for next year will be posted soon.

Brandon Meyer made a motion to adjourn the meeting and Cynthia Bailey was second to motion. The motion passed unanimously. The meeting adjourned at 2:12 p.m.

UPCOMING MEETINGS: January 18, 2022

MINUTES:

  
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CHAIRPERSON

  
\_\_\_\_\_  
APPROVED

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DISAPPROVED

This 18<sup>th</sup> day of January 2022.