

**MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD**

**January 18, 2022**

**VOTING MEMBERS**

**PRESENT:**

Charles L. Norman, Registrar  
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:**

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  
Karen Casparro, IT, Administrative Officer 2  
Tiffany Crawford, Publications Coordinator  
Barbara Hamilton, Assistant Chief Financial Officer

**ALSO IN ATTENDANCE:**

Alexa Jenkins, Client Trainer, Dealer Track  
Rosey Patti, RTS Sales, Dealer Track

**MINUTES BY:**

Evelyn Serrano, Administrative Professional, BMV



Registrar Charles Norman called the meeting of the Ohio Automated Title Processing (ATP) Board to order at 1:43 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 November 30, 2021 board meeting. Branden Meyer motioned to accept the November 30, 2021 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 they have been working on the Ohio Title Portal (OTP). They held 20 training sessions for all counties, two sessions per day for 10 days, and had good attendance. They received good feedback through the chat feature. The ATPS computers do not have microphones which limited some dialogue and that is something to consider for future sessions and for computer replacement requirements. The team has been testing every day and completed the reports. They will meet with the Department of Taxation, Innovate Ohio, and the Lieutenant Governor’s office to demonstrate the Ohio Title Portal (OTP). The developers will then get back to working on the signature pads and the font changes on the new Ohio Title.

Branden Meyer thought the training was very well done and the staff made it worthwhile to watch, as they provided good feedback and consistency in the sessions. Second to that, Tracy Zuver appreciated the time the staff took to thoroughly answer questions that was very helpful. They were able to answer 98% of the questions and the team did a good job representing the BMV. Karen appreciated the comments and thanked them, noting that Em ChanRak led the training and did a really good job. Tiffany Crawford understood the training even though she does not work in that area and thought it was very well done. Registrar Norman said there were some interesting questions that arose from the training and appreciates having the opportunity to introduce the topics internally. The Ohio Title Portal (OTP) is an ongoing process that will never be a finished product. Tracy Zuver said that as it progresses there will be more questions that will bring us back to review.

Alexa Jenkins asked about the Ohio Title Portal (OTP) processing for the public and if it was mandated for the counties. Karen Casparro replied that it will not be mandated and is open to all citizens regardless of the county in which they reside. If a county does not process the transaction it will go to a queue where any county can process it. Registrar Norman suggested that they have a demonstration in the April meeting to help everyone get a better understanding of how it works and Karen responded that is a great idea.

Tracy Zuver asked Karen Casparro about the receipt printers being replaced and if there is a possibility of going to one printer. Karen replied that they are testing two printers - a newer model hp and a Lexmark title printer, to determine if the laser printers can handle the duties of a receipt printer. They are working towards having the printers out of production at the same time. The Team is thinking outside the box about adding additional security features for the title printers and had discussions with the Titles and Investigations sections to get their ideas on fraudulent documents. Tracy said they are printing so fast now and not slowing down. There will be more electronic titles when the Ohio Title Portal (OTP) launches and that is the goal. It will free space because some of the offices are cramped. Karen replied that it is called the "paperless title project" and with Electronic Lien and Title (ELT) more and more titles are becoming electronic titles rather than paper titles. The Team would definitely like to do that but there is a lot to go along with it. Printing titles and receipts on the same printer is a little more complicated than having one printer for printing receipts and one printer for printing titles, and the Team is looking into that.

**Title Manual Status Update** – Tiffany Crawford reported that the two day working meeting to review the list of pending topics was postponed for February. They are working on the next set of updates that should go out within the next two weeks. Karim Aba commented that the committee has put forth efforts to continue to tackle a whole host of topics that are not pending. They are still working to get all the counties to utilize the manual. They are awaiting on some of the clerks to provide information specific to the probate court issues. Karim noted that they have a great committee and they added a new member from Tuscarawas County.

#### **GENERAL BUSINESS:**

Barbara Hamilton presented the financial information for the period ending December 31, 2021. The ATPS fund is in a good position with appropriation at 16 million and nearly 11 million of that appropriation was not encumbered or disbursed as of the middle of the year. There were no major equipment purchases. Karen Casparro mentioned that some funds will be spent on signature pads and they are replacing the receipt printer soon. They will look at the tentative schedule for equipment replacement and consider the concept of today's world and current technology that will take them into the next five years. At the end of year, 8.5 million of appropriation for FY21 has been disbursed and completed leaving almost 8 million of appropriation that was not encumbered or disbursed. Those are good indicators of how the fund is stable. Operating revenue for FY22 is slightly down in the 1<sup>st</sup> and 2<sup>nd</sup> quarter compared to FY21. However, the average totals from previous years indicate that operating revenue is still strong and the cash balance in the fund as of December 31, 2021 is about twice the appropriation. Dealer Track reporting was simplified to reflect transactional data and shows FY22 numbers are down from prior months. We will report information on chargebacks regularly when the Ohio Title Portal activity begins. Electronic Lien and Title (ELT) activity in the most recent quarters - 4<sup>th</sup> Qtr FY21 and 1<sup>st</sup> Qtr FY22 is stronger than they were compared to last year. Note that the years 2019 and prior presented different ELT activity due to changes in vendors and title needs. They plan on expanding the cash balance analysis so that it starts to pick up the biennial years and will add two more columns to the report. As long as spending stays under revenue the fund is stable for a long time to come. The equipment purchases discussed will offset spending but should then level out. Operating disbursements are generally at the 60% level. This document assumes the worst case scenario where full appropriation is spent and can be updated to report information differently as requested by the Board.

#### **OTHER BUSINESS:**

Registrar Norman thanked everyone for attending. The next meeting date will be April 19, 2022. Karim Aba informed everyone that the ATP board meetings will continue to be held in person until further notice.

Registrar Norman mentioned that Karim did a great job speaking at the AAMVA Region 3 conference last month.

Branden Meyer made a motion to adjourn the meeting and Tracy Zuver was second to motion. The motion passed unanimously. The meeting adjourned at 2:09 p.m.

UPCOMING MEETINGS: April 19, 2022

MINUTES:

Charles L. Norman / amed

CHAIRPERSON

  
\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
DISAPPROVED

This 19<sup>th</sup> day of April 2022.