

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

**September 14, 2021**

**VOTING MEMBERS  
PRESENT:**

Charles L. Norman, Registrar  
Anne Dean, Registrar's Designee  
Cynthia Bailey, Clerk of Court, Clinton County - OCCA President  
Branden Meyer, Clerk of Court, Fairfield County, Governor Appointee

**VOTING MEMBERS  
ABSENT:**

Tracy Zuver, Clerk of Court, Fulton County, Governor Appointee

**NON-VOTING MEMBERS  
PRESENT:**

Christina Frass, Office of Budget Management (OBM)

**NON-VOTING MEMBERS  
ABSENT:**

Lacey Harrier, Ohio Department of Natural Resources (ODNR), Division of Watercraft  
Steve Russell, Administrator, Department of Taxation

**ODPS/BMV PERSONNEL:**

Karim Aba, Acting Chief, Title Support  
Tiffany Crawford, Publications Coordinator  
Barbara Hamilton, Sr. Financial Manager  
Ashley Nelson, Financial Manager  
Dan Deniro, Financial Manager  
Ed Clark, County Title Support Manager  
Sidney King, Policy Staff

**ALSO IN ATTENDANCE:**

Rich Simms, Director, Franklin County Auto Title  
Jennifer Yates, Deputy Clerk, Licking County  
Sue Wehage, Deputy Clerk, Van Wert County  
Joe Cannon, Ohio Automobile Dealers Association (OADA)  
Ryan Pelini, Champ Titles  
Dante Giancola, Champ Titles

**MINUTES BY:**

Evelyn Serrano, Administrative Professional, BMV



Registrar Charles Norman called the meeting of the Ohio Automated Title Processing (ATP) Board to order at 1:33 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 April board meeting. Brandon Meyer motioned to accept the April meeting minutes and Cynthia Bailey was second to accept the motion, which passed unanimously.

**OLD BUSINESS/ONGOING AGENDA ITEMS:**

**ATPS Team** – Karim Aba reported that the Ohio Title Portal (OTP) is the major highlight with an implementation date set for next year in February. Barbara Hamilton mentioned that Fiscal is working with the ATPS Team on the OTP on a weekly basis. Branden Meyer said they discussed with Karen Casparro in the Title Committee meeting that the largest issue the Clerks have with the OTP system changes is the issue with chargebacks noting that other credit card members they deal with do not have the issue and they will have more discussions on it. Registrar Norman referred to Barbara Hamilton on the issue and Barbara replied that they are involved and will work together for the best solutions. With all the electronic activity many things need to be covered and we depend on the automated systems.

Karim reported that with HB 74 the ATPS title fee appropriation to the highway fund will begin on September 30th. Dan Deniro confirmed the date and said Fiscal will work with the ATPS Team on testing from the revenue side and any updates will be done in the ATPS system so that the revenue will be distributed to the new fee structure.

Karim reported that the ATPS Team is working on enhancements with the vendors on different aspects of ELT and ATPS. Registrar Norman mentioned that any additional updates from Karen Casparro will be reported.

**Title Manual Status Update** – Tiffany Crawford reported that the next set of updates will be completed soon and they are working on getting 39 pending topics in the manual.

**GENERAL BUSINESS:**

Barbara Hamilton presented the financial information for the period ending June 30, 2021. The main 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. Dealertrack activity on page 2 shows title volume and invoice amounts for the fiscal year 2021, excluding March which was recorded after the reporting period and shows an increase in April. The appropriation trend over time on page 3 shows spending activity slightly increased in 2017 and slightly decreased in 2020 but remains with more than sufficient appropriation in the fund. Operating revenue and interest is shown on page 4 and includes average quarterly totals for the past 5 years. The Electronic Lien and Title (ELT) activity on page 5 shows there was a reduction in activity in 2020 compared to 2019 due to vendor Integrity Funding Ohio, and the year 2021 remains at the same level as 2020. The ATPS fund projections on page 6 shows with the activity of high revenue and low spending, the ATPS fund will remain solvent through the year 2025. Branden Meyer asked if they will be financially stable through the year 2027 and Barbara replied that it would remain stable if they continue the trend of strong revenue and conservative spending.

Branden Meyer asked about the cost for the signature pads and Ashley Nelson replied that it is not a huge amount and they have it on the list.

Karim reported that with HB 110 the BMV will implement changes and create new forms applicable to towing laws for towing companies, repair garages, storage facilities and the law enforcement side of the towing process. BMV Titles will update their resources and work with the Clerks on how that will impact them.

**OTHER BUSINESS:**

Registrar Norman commented that it was nice to see everyone at the meeting and thanked everyone for attending. The Registrar announced the next meeting will be held on November 30, 2021.

Anne Dean made a motion to adjourn the meeting and Brandon Meyer was second to motion. The motion passed unanimously. The meeting adjourned at 2:00 p.m.

UPCOMING MEETINGS: November 30, 2021 at 1:30 p.m.

MINUTES:

  
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CHAIRPERSON

  
\_\_\_\_\_  
APPROVED

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DISAPPROVED

This 30th day of November 2021.