

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

January 20, 2026

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
Sandy Wilson, Clerk of Courts, Fayette County, OCCA President's Representative
Joe Cannon, Ohio Automobile Dealers Association, President's Representative

VOTING MEMBERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Mariah Kanode, Ohio Department of Natural Resources,
Division of Parks and Watercraft Designee

NON-VOTING MEMBERS ABSENT: Steven Russell, Ohio Department of Taxation Designee

ODPS/BMV PERSONNEL: Karim Aba, Administrative Officer 2, Title Support Services
Gene Riggs, Administrative Officer 1, Title Support Services
Shalu Madan, Information Technology Supervisor 3, Application Development
Scott Perry, Financial Manager, Revenue Management
Ashley Nelson, Senior Financial Manager, Fiscal Section 3

ALSO IN ATTENDANCE: Jordan Wheeler, Clerk of Courts, Ross County
Calvin Freeman, Clerk of Courts, Mercer County
Alexa Jenkins, Operations Manager, Vitu
Natalie Fravel, Clerk of Courts, Delaware County
Heidi Hulbert, Deputy Clerk, Fulton County
Rosey Patti, Regional Sales Manager, Vitu

MINUTES BY: Alisan Duran, Administrative Professional 2, Title Support Services

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.

Board members reviewed the minutes from the October 21, 2025, meeting. Branden Meyer motioned to approve the minutes and Sandy Wilson seconded the motion to approve, which passed unanimously.

OLD BUSINESS/ONGOING AGENDA ITEMS:

ATPS Team – Shalu Madan reported that legislative changes related to House Bill (HB) 54 and HB 96 had been deployed to ATPS and are active. These changes relate to the replica changes and the fee increase. Service Now cases have been mostly resolved with a couple pending for the fee increase. The HP106 form was implemented for all title types.

Upcoming projects include finishing the second phase of the HP106 form, which will allow enhanced searching and add additional parameters to make it easier for the clerks to search inspection forms within ATPS. The National Motor Vehicle Title Information System (NMVTIS) conversion from AAMVAnet Message Interchange Envelope (AMIE) to Representational State Transfer (REST) project is progressing well. Testing sessions with AAMVA have been completed and the project is expected to finish this summer. There is another project initiated by the Department of Administrative Services (DAS) which involves geocoding updates. This does not necessarily add any additional functionality to ATPS, but DAS has modified their application programming interface (API), which then requires modifications to our system. This should be deployed next month.

Title Support Services Update – Chief Karim Aba reported that the team has been very busy with HB 54 and HB 96. Procedural information that needed updated in the Title Manual was implemented. The BMV website was also updated to reflect the fee changes. Many questions were received and answered, with most pertaining to the title fees. IT programming was completed and a state-wide demonstration was held for the clerks to show how the fee would operate in ATPS. Information continues to be communicated to the dealers and stakeholders regarding HB 54. Title Support Services is currently preparing for the upcoming title order.

An update on the use of electronic signatures for Electronic Title Application (ETA) agreements was requested by Joe Cannon. Chief Aba confirmed that the signing process would remain the same on the Department of Public Safety (DPS) side, however, VITU may use any technology they wish to sign the agreements.

GENERAL BUSINESS:

Ashley Nelson distributed a report containing financial information for the second quarter of fiscal year 2026.

Joe Cannon inquired about the anticipated timeline for the next rewrite of ATPS. Shalu Madan explained that applications generally have a life cycle of about ten years. After that point, it is considered legacy and thought can be given to upgrades and potentially rewriting the entire application. The current version of ATPS was released in 2017 and has a couple more years to be considered a legacy application.

Joe Cannon asked if the financial report could be sent out in advance of the meeting. Ashley Nelson indicated that it would not be a problem to do so.

Registrar Norman inquired about the status on electronic changes requested by Chase. Shalu Madan reported that Chase had some questions and these were sent to Sydney King. There have been conversations and emails regarding things that will have to be worked out with Chase, as these will factor in the application design. Scott Perry added that Fiscal would need to wait on IT before getting involved.

OTHER BUSINESS:

Registrar Norman welcomed the new and potential new board members.

Branden Meyer related that some clerks had received information about a court conference being held the same day as the clerks' monthly meeting, therefore preventing most from attending. Registrar Norman indicated that OCCA members would be informally polled and then adjustments would be made accordingly.

Tracy Zuver motioned to adjourn the meeting. Branden Meyer seconded the motion, which passed unanimously. The meeting adjourned at 1:49 p.m.

UPCOMING MEETINGS: April 21, 2026 at 1:30 p.m.

MINUTES:



CHAIRPERSON

APPROVED

DISAPPROVED

This ^{21st} day of April 2026.