

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

January 21, 2025

VOTING MEMBERS PRESENT: Charles L. Norman, Registrar
Anne Dean, Assistant Registrar
Branden Meyer, Clerk of Courts, Fairfield County, Governor Appointee
Deborah Myers, Clerk of Courts, Ashland County, OCCA President
Sandy Wilson, Clerk of Courts, Fayette County, Designee for OCCA President

VOTING MEMBERS ABSENT: Tracy Zuver, Clerk of Courts, Fulton County, Governor Appointee

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

NON-VOTING MEMBERS ABSENT: Steven Russell, Ohio Department of Taxation Designee
Christina Frass, Ohio Office of Budget and Management 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
Ashley Nelson, Financial Manager, Fiscal Section 3
Barbara Hamilton, Deputy Director 4, Fiscal Services
Tiffany Bender, Constituent Services Coordinator

ALSO IN ATTENDANCE: Calvin Freeman, Clerk of Courts, Mercer County

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 1:03 p.m. The meeting was held in conference room 1106 of the Shipley Building at 1970 West Broad Street, Columbus, Ohio.

Registrar Norman announced that although Tracy Zuver was absent, there was a quorum. Board members reviewed the minutes from the October 15, 2024, meeting and Branden Meyer motioned to approve the meeting minutes. Sandy Wilson seconded the motion, which passed unanimously.

OLD BUSINESS/ONGOING AGENDA ITEMS:

ATPS Team – Shalu Madan reported on the accomplishments made since the last meeting. The team completed the Senate Bill (SB) 98 out of state physical inspection legislative implementation. The requested Ohio Title Portal (OTP) hold functionality has been completed, although the team is waiting on a deployment date. PDFs can now be uploaded to the Electronic Title Application (ETA) and the Ohio Title Gateway (OTG) applications. The PDFs are rendered in the same way as any other images. In the most recent deployment, the National Highway Traffic Safety Administration's (NHTSA) vehicle identification number (VIN) decoder was enabled, which should provide better results than VINA did. VINA is still being used as a fallback, if NHTSA's Application Programming Interface (API) is down for some reason. The team completed a batch job to ensure that the ATPS data is always in sync with AAMVA. The batch job runs every night, which ensures that Ohio's data is synced and never falls far behind AAMVA's data.

Currently, the team's primary focus is on the Representational State Transfer (REST) API implementation. Summer of 2026 is when AAMVA will sunset part of their older technology. In 2028 AAMVA will be shutting down the existing communications. The team is working hard to ensure the timelines are met and that there is no communication gap between ATPS, AAMVA or NHTSA. The team is also working through some modernization efforts to ensure that code meets current industry standards, along with streamlining and making the user interface (UI) consistent in ATPS. Ms. Madan welcomes feedback on improving the UI, or anything that could be done better in the system. Service Now cases are always worked on by the team, as well as technical debt items and security scans to make sure that there are no vulnerabilities in the existing code, or any new code.

Registrar Norman thanked Ms. Madan for the capability to upload PDFs in ETA and OTG. Dealers had requested this feature and it was accomplished very quickly.

Title Manual Status Update –Tiffany Bender reported that she is working on updating some drafts due to the year change. The Title Manual Committee will continue meeting on a quarterly basis for the all-day working sessions. Additionally, the group works in smaller sections between those quarterly sessions. Sandy Wilson asked about a recent release that pertained to selecting unknown, and if it would be added to the manual automatically. Gene Riggs responded that some of the changes are still being drafted. Title Support Services managers Jodi Fouts and Ed Clark are working with Ms. Bender on that, so it should be in the manual soon.

Title Support Services Update – Karim Aba reported that the PC and scanner replacement project is complete. All of the 148 sites should be fully replaced. Regarding the out of state inspections performed by clerks, there have been no issues to report. The title stock order was made last September/October, so all of the clerks should be stocked. Title Support Services are getting ready to plan for the next order. Continual effort is made to be vigilant in monitoring inventory so that there are no issues.

Registrar Norman asked the clerks how the out of state inspections process has gone. Branden Meyer, Sandy Wilson and Calvin Freeman related that it was going well. The clerks were thanked by Registrar Norman for their feedback.

GENERAL BUSINESS:

Barbara Hamilton distributed reports containing financial information for the second quarter of fiscal year 2025. Ms. Hamilton indicated that things are going as expected. Fiscal is still working to change the sales taxes that are sent to the Department of Taxation, which requires some programming.

OTHER BUSINESS:

Branden Meyer asked where notification should be sent by title offices that are planning to move. Karim Aba indicated that a letter or email of intent to move can be sent to Title Support Services. Calvin Freeman inquired about the timeline in which title offices should provide notification of a future move. Mr. Aba stated that six months' notice should be sufficient, although he will confirm with IT since the majority of the work is done by that section.

Sandy Wilson asked how a county should submit a question in regards to the ability to print double-sided reports for the purposes of paper conservation, and the answer that was given by IT regarding potential security concerns. Gene Riggs stated that sending an email is sufficient, and it appeared that the county may already have done so. Title Support Services will discuss the matter with IT, consult with Shalu Madan and then follow up with the county.

Sandy Wilson motioned to adjourn the meeting. Branden Meyer seconded the motion, which passed unanimously. The meeting adjourned at 1:25 p.m.

UPCOMING MEETINGS: April 15, 2025, at 1:30 p.m.

MINUTES:


CHAIRPERSON

APPROVED 

DISAPPROVED _____

This 15th day of April 2025.