

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

July 15, 2025

VOTING MEMBERS PRESENT:

Charles L. Norman, Registrar
Anne M. Dean, Assistant Registrar
Branden Meyer, Clerk of Courts, Fairfield County, Governor Appointee
Tracy Zuver, Clerk of Courts, Fulton County, Governor Appointee
Deborah Myers, Clerk of Courts, Ashland County, OCCA President

VOTING MEMBERS ABSENT:

Sandy Wilson, Clerk of Courts, Fayette County, Designee for OCCA President

NON-VOTING MEMBERS PRESENT:

Steven Russell, Ohio Department of Taxation Designee

NON-VOTING MEMBERS ABSENT:

Mariah Kanode, Ohio Department of Natural Resources, Division of Watercraft 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
Barbara Hamilton, Deputy Director 4, Fiscal Services
Scott Perry, Financial Manager, Revenue Management
Tiffany Bender, Constituent Services Coordinator

ALSO IN ATTENDANCE:

Sheila Bevington, Clerk of Courts, Geauga County
Ashley Reiter, Clerk of Courts, Noble County
Camila Graham, Clerk of Courts, Coshocton County
Anita Moore, Clerk of Courts, Gallia County
Sue Carroll, Assistant Director, Franklin County Clerk of Courts Auto Title Division
Alexa Jenkins, Operations 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 1:31 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 there was a quorum. Board members reviewed the minutes from the April 15, 2025, meeting and Branden Meyer commented that the minutes were always well done and appreciated the acronym definitions. Mr. Meyer motioned to approve the minutes and Assistant Registrar Anne Dean seconded the motion, which passed unanimously.

OLD BUSINESS/ONGOING AGENDA ITEMS:

ATPS Team – Shalu Madan reported on the accomplishments since the last meeting. The team delivered close to 200 work items; some are visible online while others are behind the scenes. The most recent deployment included requests from Vitu, improving workflow screens for application review in the Electronic Title Application (ETA) and reducing geocoding rejections. Positive feedback has been received from some clerks, but additional feedback or questions are welcome. Cybersecurity work and updates were done to ensure application security, in addition to the normally scheduled technical debt items. The team completed cloud infrastructure for the National Motor Vehicle Title Information System (NMVTIS) Representational State Transfer Application Programming Interface (REST API) project. Service Now issues that were identified or reported were resolved and listed on the release notes. When code changes are required, those go out on deployment night each month. As Service Now issues are worked on each day, communications and updates are received and sent to the clerks.

Projects actively being worked on include the NMVTIS REST API project, which will likely continue for the next year. Development and IT testing for the sales tax remittance project is complete however, Key Bank and the Ohio Administrative Knowledge System (OAKS) have to finish testing. Hopefully it will go into production later this month. The HP106 inspection form project is in the discussion phase with development to start soon. It is believed that this initiative to allow the Ohio State Highway Patrol's (OSHP)

system and ATPS to communicate and present the information electronically will eliminate or reduce the fraud that occurs with the paper copy. Some initial work has been done by ATPS-IT with the Electronic Liens and Titles (ELT) project; development will begin once approval is received from Revenue Management. The team is also working through some legislative implementations. With the replica project, discussions have occurred and coding work will start soon. Regarding House Bill (HB) 96 and the fee increase, the team is currently analyzing what solutions could be presented. There are also always organization efforts, Service Now requests and technology upgrades to keep up with.

Branden Meyer noted that a solution is needed to allow for a paper HP106 form in certain circumstances, such as court ordered titles since a paper copy must be included with the packet submitted to the judge. In regards to the title fee increases, the Ohio Clerk of Courts Association (OCCA) will pursue an amendment to have the commissioner's approval language stricken. There are several concerns, such as the effects of fees variances between counties and the impact on customers using the Ohio Title Portal (OTP). Mr. Meyer inquired about the complexity in programming the system for varying fees and whether it could be delayed while the amendment is pursued. Registrar Norman believes the programming will be similar to permissive tax, which varies depending on where the person lives. Since legislation will go into effect on September 30, 2025, the solution would need to be coded by then. Tracy Zuver asked how quickly a new title fee for a county could be implemented in ATPS. Registrar Norman indicated rules for notification would need to be put in place for counties. Further discussions regarding the matter and the coding are needed.

Title Manual Status Update – Tiffany Bender reported that the Title Manual Committee could not meet the day prior due to multiple scheduling conflicts. The meeting will be rescheduled if needed, or the Committee will regroup in October. There are two small changes to the manual, a new phone number for the Department of Taxation and a contact update, which will go out this week.

Title Support Services Update – Chief Karim Aba reported that the HB96 fee increase is being monitored, as well as the change for the last four of the social security number. There are two situations, when a vehicle is owner retained, and then if it has to be transferred to an insurance company. The manual will be updated but it doesn't appear that there will be any programming impact. Title Support Services is currently working on HB54 with OSHP to confirm what the inspection will look like with converting the HP106 paper form to an electronic format. OSHP Staff Lieutenant Ron Robinson attended the OCCA meeting to provide his fraud perspective. Title Support Services will coordinate a demo of the replica or HP106 process for the clerks. Continuous work occurs behind the scenes coordinating all the moving pieces and parties involved.

GENERAL BUSINESS:

Barbara Hamilton distributed reports containing financial information for the fourth quarter of fiscal year 2025. Fiscal will be heavily involved with the fee increases and is still working on reducing the weekly sales tax debits from three to one for the clerks.

Scott Perry reported that Fiscal Services is working with IT on a business case for a project to create an online portal in ELT for existing and potential lienholders. The current process to sign up is slow due to mailing paper forms and obtaining hard signatures. Completing everything electronically would be simpler and quicker. Lienholders would be able to update their contact information and Fiscal Services could store the agreements electronically and run reports. There are currently some 1,200 lienholders and the number continues to increase. Barbara Hamilton added that occasionally Fiscal Services encounters bank blocks, wrong debits or is unaware of changes to a bank account. It is hoped that the system could be configured to have the entity routinely verify their information and contacts.

OTHER BUSINESS:

Registrar Norman announced that there will be two new board members. Discussions will need to take place prior to the October 21, 2025, ATP Board Meeting. The Registrar's Office will reach out separately to the Ohio Automobile Dealers Association (OADA) regarding their participation. To comply with Ohio's Sunshine Laws, the discussions cannot take place outside of a forum.

Branden Meyer and Tracy Zuver inquired about the signature pad project. Shalu Madan explained that there have been discussions on the IT side and with third party vendors regarding which product to use. The most important aspect is security. There are factors involved such as how certificates would be installed, locking down the iPad for ATPS usage, pushing updates at regular intervals and maintaining an audit log. The security risks must be mitigated since a person with malicious intent could affect not just the individual county, but the entire DPS network. ATPS-IT is eager to create a great product, but must ensure there are no security loopholes.

Tracy Zuver motioned to adjourn the meeting. Branden Meyer seconded the motion, which passed unanimously. The meeting adjourned at 2:07 p.m.

UPCOMING MEETINGS: October 21, 2025, at 1:30 p.m.

MINUTES:


CHAIRPERSON

APPROVED ☒

DISAPPROVED ☐

This 21ST day of October 2025.