

# MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

July 16, 2024

VOTING MEMBERS PRESENT: Charles L. Norman, Registrar  
Anne Dean, Assistant Registrar  
Branden Meyer, Clerk of Courts, Fairfield County, Governor Appointee  
Calvin Freeman, Clerk of Courts, Mercer 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 (ODNR), Division of Watercraft Designee

NON-VOTING MEMBERS ABSENT: Steven Russell, Ohio Department of Taxation Designee  
Christina Frass, Office of Budget and Management (OBM) Designee

ODPS/BMV PERSONNEL: 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  
Scott Perry, Financial Manager, Revenue Management

ALSO IN ATTENDANCE: Alexa Jenkins, Dealertrack, Client Trainer  
Rosey Patti, Dealertrack, Regional Sales Manager  
Dana Foltz, Dealertrack, Senior Lead Product Manager  
Bob Burney, Dealertrack, Director of Sales

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 1:37 p.m. Registrar Norman announced that Tracy Zuver was unable to attend however, there was a quorum. 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 April 16, 2024, board meeting. 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 NMVTIS Data Sync, which allows Ohio to synchronize the ATPS data with the data in NMVTIS, was a huge accomplishment for the team and Title Support Services. This allows the most recent and accurate information to be displayed in ATPS, and reduces the number of errors that appear on the suspense report.

Gene Riggs added that the NMVTIS Data Sync was going to be a big fix for the Title Support Services team. Staff worked hard on the suspense report, which kept growing with no way to fix it until the NMVTIS Data Sync was completed. Gene Riggs thanked the ATPS team for their work.

The team has also been working on House Bill (HB) 33. It has been deployed to production, although the team will be working in conjunction with Title Support Services and Revenue Management in order to fix some of the issues the counties are experiencing. The miscellaneous transaction type is in production, which includes the driver exam and non-title tax fee. The last item deployed to production since the last meeting was the Batch Add TOD. The team is aware of one issue, which is actively being worked on. Current projects include HB195, which creates the Adaptive Mobility Dealer license. It does impact the OTG, ETA and ATPS systems. Looking forward, it will allow titles to be issued for that permit type, as well as for those dealers. The effective date for that is August 9, 2024, with the deployment occurring the night of August 8, 2024. The ATP Hold functionality allows the clerks to add an administrative hold for OTP transactions, in case they feel there is something fraudulent about it. It allows them to click a button in ATPS that sends a notification to BMV Investigations for review. BMV Investigations can then approve or reject the transaction. Notifications will be sent out to the customer whether it's approved or rejected. It is expected to deploy in September, once BMV Investigations has had the opportunity to test out the entire functionality. A change in direction has occurred with the Signature Pad due to the identification of a security risk. The current direction allows for a different kind of device, like an iPad, to be hooked up to the clerk's counters. Discussions about site surveys will occur in the near future, but documentation is being prepared first to ensure that any security risks or concerns are identified in the design ahead of time, before the site visits. As part of every development cycle, the team also takes care of technical items with ATPS. Though some of these items may not be noticeable to the user, they improve the reliability and performance of ATPS, as well as help keep up with the latest technological advancements.

**Title Manual Status Update** – Registrar Norman noted that Tiffany Crawford was not in attendance. Sandy Wilson reported that there will be some updates and corrections to the manual. The Title Manual Committee will meet in August to discuss watercraft, and a link to the watercraft manual will be placed in the title manual. Ms. Wilson commented that it's always great working with Tiffany.

**Title Support Services Update** – Gene Riggs reported that the team worked internally on HB195 to discover a way for clerks and staff to identify adaptive mobility vehicles. The team worked with ATPS-IT and AAMVA to create two new state specific brands for Ohio. Although efforts were made to have a national brand, AAMVA did not deem it necessary. The new brands will be added to ATPS prior to August 9, 2024. Four of the BMV forms in ATPS, and on the BMV website, are being edited to reflect the new language. After the current title stock is depleted, the title certificate itself will also be edited to include the adaptive mobility language.

**GENERAL BUSINESS:**

Barbara Hamilton distributed reports containing financial information for the last quarter of fiscal year 2024.

Scott Perry thanked Shalu Madan, Karen Casparro and the ATPS-IT team for their hard work in helping take over the collection of motor vehicle tax from the Office of the Treasurer. The same sentiments were expressed by Ms. Madan for all of the guidance Mr. Perry had provided. Sandy Wilson revealed that her staff loves the change and found it easy to use. Registrar Norman thanked the Fiscal Services team for their work on the project.

An inquiry was made by Branden Meyer about the estimated timing for the new ATPS computers, as well as the cost. Ashley Nelson expects the purchase order to be sent out within the next couple of weeks. Originally, half of the equipment was going to be purchased in 2023, and half in 2024. Due to timing with the end of the fiscal year, and insufficient deployment time, it was decided that it would be better to wait until the beginning of this fiscal year. Four million dollars have been allotted for printers, computers, and other equipment, as an estimate of what will be purchased in this fiscal year.

**OTHER BUSINESS:**

Branden Meyer reported that the driver's exam station continues to go well. Mr. Meyer expressed how pleased he has been to work with Susan Nicopolis and the whole team with the state; he believes that fellow clerks would comment similarly. An official driver's exam committee has been formed with the OCCA, and the first meeting will be held tomorrow. After the initial meeting, Susan Nicopolis or some of the others will be invited to participate. Mr. Meyer also reported some additional communication problems with Excel, but indicated that further discussion could be continued after the meeting. Assistant Registrar Dean acknowledged that meetings had been postponed due to key people being unable to attend.

Branden Meyer motioned to adjourn the meeting. Sandy Wilson seconded the motion, which passed unanimously. The meeting adjourned at 2:03 p.m.

UPCOMING MEETINGS: October 15, 2024, at 1:30 p.m.

MINUTES:   
CHAIRPERSON

APPROVED  DISAPPROVED \_\_\_\_\_

This 10<sup>th</sup> day of October 2024.