

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

October 21, 2025

VOTING MEMBERS PRESENT:

Charles L. Norman, 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
Sandy Wilson, Clerk of Courts, Fayette County, Designee for OCCA President

VOTING MEMBERS ABSENT:

Anne M. Dean, Assistant Registrar

NON-VOTING MEMBERS PRESENT:

None

NON-VOTING MEMBERS ABSENT:

Mariah Kanode, Ohio Department of Natural Resources, Division of Watercraft
Designee
Christina Frass, Ohio Office of Budget and Management Designee
Steven Russell, Ohio Department of Taxation Designee

ODPS/BMV PERSONNEL:

Karim Aba, Administrative Officer 2, 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
Ashley Nelson, Senior Financial Manager, Fiscal Section 3
Robert Reichley, Financial Program Manager, Revenue
Management

ALSO IN ATTENDANCE:

Sheila Bevington, Clerk of Courts, Geauga County
Alexa Jenkins, Operations Manager, Vitu
Natalie Fravel, Clerk of Courts, Delaware County
Sari Klepacz, Chief Financial Officer, Ohio Department of Taxation

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 1:35 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 Assistant Registrar Anne Dean would not be attending. Board members reviewed the minutes from the July 15, 2025, meeting. Branden Meyer motioned to approve the minutes and Sandy Wilson abstained due to her absence at the prior meeting. Tracy Zuver seconded the motion to approve, which passed unanimously.

OLD BUSINESS/ONGOING AGENDA ITEMS:

ATPS Team – Shalu Madan reported on the accomplishments since the last meeting. Items implemented included changing the tax remittance to a single debit, which was accomplished with the help of the fiscal team from Revenue Management. Phase one of the electronic HP106 form was deployed, which is for salvage inspections completed by the Ohio State Highway Patrol (OSHP). Phase two will include expanded search parameters such as receipt or title number, and be available for any type of inspection completed by OSHP such as self-assembled, replica, and court orders if an electronic copy is available. House Bill (HB) 96 involves three parts. The first change was that only the last four of the social security number is needed on the title application for owner retained salvage vehicles. That is in production, as well as the fee increase from five dollars to eight dollars for the out-of-state physical inspection forms. The title fee increase to eighteen dollars or potentially twenty-three dollars, if approved by the County Board of Commissioners, is currently in testing. It will hopefully be available for everyone to view, test and provide feedback during the first week of November. User guides are being created and demos will be scheduled to walk everyone through the functionality. A lot of the reporting will change so that it can be determined during reconciliation if the fifteen, eighteen, or twenty-three-dollar fee was charged. Functionality is currently in

testing to enable service providers to query ATPS for the latest fee for a county on any given date. Requests from the Ohio Clerk of Courts Association (OCCA) Change Request Committee were implemented, such as the addition of the watercraft manual in ATPS. ServiceNow cases that have been reported regarding any issues, enhancements or defect fixes, is ongoing work. Work continues on the conversion from the AAMVAnet Message Interchange Envelope (AMIE) to the National Motor Vehicle Title Information System (NMVTIS) Representative State Transfer Application Programming Interface (REST API). The signature pad is being actively explored while working with vendors to see what the solution would look like when managing multiple devices remotely. The team is looking for an infrastructure that would allow for the installation, maintenance, and renewing of the certificates to be handled remotely here at the Ohio Department of Public Safety (DPS).

Registrar Norman asked if there was a request for information (RFI) out. Ms. Madan replied that there had been demos from some vendors, but believes this is being handled by David Blackford and Keith Albert.

Title Manual Status Update – Tiffany Bender reported that the Title Manual working meeting did not occur the day prior since the focus was shifted to the watercraft manual. There are upcoming Title Manual updates due to the fee increases and the replica information. Sandy Wilson noted that there were some things that she would be sending to Ms. Bender.

Title Support Services Update – Chief Karim Aba reported that progress continues to be made with HB 96 and HB 54. For HB 96, a process is being established for the clerks to follow when they notify Title Support Services of a fee increase. An affidavit was created with the criteria, which will also be documented in the Title Manual. For HB 54, Title Support Services has been coordinating with OSHP, who also presented a demo at the OCCA Meeting. The titling process is being established for the title offices, which will be documented in the Title Manual. Everything is in good shape to meet the implementation next year.

Tracy Zuver inquired if the title delivery went smoothly. Mr. Aba commented that in partnership with the clerk's offices the process has been smooth. Additionally, the offices have been tremendously helpful in adding the control numbers, which aids in inventory tracking.

Registrar Norman mentioned the new ATP Board structure, and that a formalized notice in writing will be needed from the clerks and from the Ohio Automobile Dealers Association (OADA) in regards to new board members.

GENERAL BUSINESS:

Barbara Hamilton distributed reports containing financial information for the first quarter of fiscal year 2026. The fiscal team will be working with Tiffany Bender and ATPS-IT to create a checklist for the Title Manual of the things that need to happen whenever a clerk changes a bank account.

Registrar Norman added that the VITU contract is believed to be up in June. The request for proposal (RFP) will hopefully be in January.

OTHER BUSINESS:

Tracy Zuver relayed concerns from the OCCA regarding communications sent to the clerks during the ATPS outage on September 16, 2025. Ideas were generated to improve communication to the clerks, such as reissuing broadcasts at certain intervals of time on the message board, even when there is no new information. Another suggestion was to encourage the clerks to report any error since multiple tickets will create a master ticket with ATPS-IT. Shalu Madan made a whiteboard illustration for those in attendance in order to show the many different components, pieces and agencies that are involved when diagnosing a print related problem in ATPS.

Alexa Jenkins inquired if a decision had been made about the previous discussion on Electronic Title Agreements (ETA) and potentially having them signed electronically. Chief Karim Aba stated that a decision had not yet been made, though a potential solution exists that would cover the ETAs in terms of the flow of the signage. Ms. Jenkins will be informed of any new information. Registrar Norman suggested that Ms. Jenkins send an email for follow-up.

Tracy Zuver motioned to adjourn the meeting. Sandy Wilson seconded the motion, which passed unanimously. The meeting adjourned at 2:17 p.m.

UPCOMING MEETINGS: January 20, 2026 at 1:30 p.m.

MINUTES:



CHAIRPERSON

APPROVED

DISAPPROVED

This 20th day of January 2026.