

**MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD**

**October 20, 2020**

VOTING MEMBERS PRESENT: Anne Dean, Registrar's Designee  
Bernie Quilter, Clerk of Court, Lucas County  
Cynthia Bailey, Clerk of Court, Clinton County - OCCA President  
Maureen Kelly, Clerk of Court, Lake County - OCCA President's Designee  
Branden Meyer, Clerk of Court, Fairfield County, Governor Appointee

VOTING MEMBERS ABSENT: Charles L. Norman, Registrar

NON-VOTING MEMBERS PRESENT: Lacey Harrier, Ohio Department of Natural Resources (ODNR), Division of Watercraft  
Kathleen Madden, Office of Budget Management (OBM)

NON-VOTING MEMBERS ABSENT: Steve Russell, Assistant Administrator, Department of Taxation

ODPS/BMV PERSONNEL: Karim Aba, Acting Chief, ODPS BMV Title Support  
Karen Casparro, Administrative Officer, ODPS - IT  
Kathleen Corrigan, Administrator, ODPS BMV  
Barbara Hamilton, Sr. Financial Manager, ODPS  
Tiffany Crawford, Publications Coordinator, ODPS

ALSO IN ATTENDANCE: Joe Cannon, OADA  
Tracy Zuver, Clerk of Courts, Fulton County

MINUTES BY: Evelyn Serrano, ODPS BMV Dealer Licensing



Assistant Registrar Anne Dean called the meeting of the Ohio Automated Title Processing (ATP) Board to order at 1:47 p.m. The meeting was held as a virtual and live event through Microsoft Teams.

Board members reviewed the minutes from the July board meeting. Maureen Kelly motioned to approve the July meeting minutes and Anne Dean seconded the motion, which passed unanimously.

**OLD BUSINESS/ONGOING AGENDA ITEMS:**

**ATPS Team** - Karen Casparro reported that the ATPS Team has made the counties aware that they will have to restrict access to the internet from the ATPS network and this will take place on Monday. There will be a notice placed on the ATPS message board with information on how to have a work-related internet site unblocked.

At the request of the clerks, the ATPS Team simplified the process for using signature pads. The signature pads will display forms so that customers can view and sign the form with the least amount of scrolling. The deputy clerks will not need to print the form and will be able to send it directly to the imaging system.

The ATPS Team has reset passwords for Ohio ID accounts that title offices use for ATPS email access. The counties were asked to have employees update their passwords and let us know which employees are no longer there. We appreciate all the responses we received from the counties on getting the accounts updated.

The ATPS Team talked about upcoming items with the NMVTIS process in the title committee meeting this morning.

Ann Dean asked if the Windows 10 computer replacement project has been completed. Karen reported that the Full Authority Deputy Registrar (FADR) locations still need to be completed and then all the locations will be completed.

**Title Manual Status Update** - Tiffany Crawford reported that revisions were delayed since she was out of the office and that virtual meetings will resume next week. They will continue working on the revisions where they left off and hope to have an updated manual in the next couple of weeks.

**GENERAL BUSINESS:**

Ron Wehner presented the ATPS Financial Report for the period ending September 30, 2020. The information reported showed no current concerns. However, the cash projections showed if they maintain spending at the same appropriation level they will have a cash flow shortage.

Matthew Martin and Barbara Hamilton reported on the biennial budget for fiscal year 2022-2023. There were two fee increase requests on non-dealer to dealer transactions that was submitted in the biennial budget. A \$2.00 fee increase will assist in funding non-highway patrol operations. A \$1.00 fee increase will go to the ATPS fund to assist with the future cash flow shortage projections. If both of the requests are approved, the total fee increase on non-dealer to dealer transactions will be \$3.00.

Board member Bernie Quilter asked if there were any discussions about a title fee increase and if the clerks would need to take a lead role on this. Anne Dean was not aware of any discussions and asked if there is something they are proposing. Bernie stated that the clerks were looking to work together to support each other through the legislation as one unit instead of two separate entities.

**OTHER BUSINESS:**

Board member Maureen Kelly asked about the status of the NADA guides and its inclusion on ATPS. Kathleen Corrigan responded that they looked at the NADA, Peck, and World Book sources and will send a report to the board members that will include pricing for each resource both on an individual basis and on a large scale basis.

Bernie Quilter mentioned that it has been an honor to serve on the ATPS Board and it was his last meeting. Anne Dean thanked him for his service.

Board member Bernie Quilter motioned to close the meeting. Anne Dean seconded the motion, which passed unanimously. The meeting adjourned at 2:19 p.m.

UPCOMING MEETINGS: January 20, 2021 at 1:30 p.m.

MINUTES:

Anne Dean  
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CHAIRPERSON

*Anne M. Dean*

APPROVED

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DISAPPROVED

This 18 day of March 2021.