

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

**January 15, 2019**

VOTING MEMBERS PRESENT: Don Petit, Former Registrar  
Anne Dean, Assistant Registrar  
Maureen Kelly, Clerk of Court, Lake County – OCCA President's Designee  
Todd Bickle, Clerk of Court, Muskingum County  
Bernie Quilter, Clerk of Court, Lucas County

VOTING MEMBERS ABSENT:

NON-VOTING MEMBERS PRESENT: Sharon Hanrahan, Office of Budget and Management (OBM)

NON-VOTING MEMBERS ABSENT: Steve Russell, Assistant Administrator, Department of Taxation  
Kemmeth Kirk, Ohio Department of Natural Resources (ODNR), Division of Watercraft

ODPS/BMV PERSONNEL: Teresa Johnson, Chief, BMV Title Support  
Nancy Blair, Supervisor, BMV Title Support  
Demetria Crumiell-Hagens, AP2, BMV Title Support  
Pam Newman, Chief, ODPS-IT  
Ron Wehner, Fiscal Manager, ODPS Fiscal  
Barbara Hamilton, Assistant CFO, ODPS Fiscal  
PR Casey, Legal Counsel, ODPS

ALSO IN ATTENDANCE: Cindy Mollenkopf, Clerk of Courts, Van Wert County - OCCA President  
Jean Meckstroth, Clerk of Courts, Auglaize County  
Matt Chacey, Ohio Auto Dealers' Association  
Joe Cannon, Ohio Auto Dealers Association  
Vanessa Bradfield, Chief Deputy, Montgomery County  
Shelle Hill, Chief Deputy, Hardin County  
Tracy Zuver, Clerk of Courts, Fulton County  
Dan Pullium, Manager of Government Affairs, DealerTrack  
Dana Foltz, Dealertrack  
Linda Byram, Chief Deputy, Shelby County  
Michele Mumford, Clerk of Courts, Shelby County  
Sue Wehage, Deputy Clerk, Van Wert County  
Ronald Clifton, Deputy Clerk, Mahoning County  
Branden Meyer, Clerk of Courts, Fairfield County  
Jean Meckstroth, Clerk of Courts, Auglaize County  
Cindy Bailey, Clerk of Courts, Clinton County  
Karen Infante Allen, Clerk of Courts, Trumbull County  
Teresa Dankovic, Clerk of Courts, Guernsey County

Chell Everett, Title Office Manager, Shelby County  
Pam Dillard, Chief Deputy, Lucas County

MINUTES BY:

Demitria Crumiell-Hagens, AP2, BMV Title Support

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Meeting of the Ohio Automated Title Processing (ATP) Board was called to order by former Registrar Don Petit at 1:33 p.m. 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 January board meeting. There were no revisions requested. Todd Bickle motioned to approve January's meeting minutes and Maureen Kelly seconded the motion.

**OLD BUSINESS/ONGOING AGENDA ITEMS:**

Pam Newman gave an update on the Ohio Certificate of Title Redesign project on behalf of Karen Casparro. The project is on track and going well. The pilot took place in January and February. On the Title Redesign posters, there was mention of title receipts being accepted for registration at the Deputy Registrar office for electronic titles. Field Operations and Deputy Registrars are now aware that title receipts are acceptable.

Maureen Kelly gave a brief update on the Title Manual on behalf of Tiffany Crawford. The Title Manual was implemented and presented at the Ohio Clerk of Courts Association Winter Conference during the first week of December. The manual was placed on the intranet the week before so that Clerks could review the information prior to the presentation. The Deputy Clerks were very interested. There was a positive response from attendees of the conference. Information correction forms were created and should be filled out to amend the details of the manual. Topics that have not been addressed or information that need clarified should be put on the correction form. An explanation of why the amendment is needed should be added to the form so that the Title Manual Committee can prioritize the change. The Title Manual Committee continue to meet every two weeks.

**GENERAL BUSINESS:**

Barbara Hamilton provided a financial update as of December 31, 2018 and distributed a handout that listed a summary of obligations. The report distributed showed budget activity at the halfway point of Fiscal Year 2019 (FY19) 14 of 26 pay periods have posted that include expenditures and payroll. Monies have been encumbered but the full amount may not be used. Appropriations for the year including ELTs are \$19,346,027. \$6,422,237 has been disbursed and \$3,200,222 are open encumbered. Budget activity from FY19 show disbursements of \$6,422,237 that includes payroll which is currently \$1,688,449. There are open encumbrances for a total of \$3,200,222 projected for FY19. Ending cash balance as of December 31, 2018 was \$24,771,732. Dealertrack budget activity sheet now shows the billing date and is invoice monthly instead of weekly. The higher invoices are due to that invoice covering additional business days. ATPS Fund 8490 Revenue Quarterly activity is now in the financial report. It does not show Electronic Lien Title (ELT) funds. The revenue report only includes operating revenues for FY18, FY17, FY18, and current FY19 based on deposits in OAKS associated with the corresponding quarter because ELT can be a variable revenue. Todd Bickle questioned if the revenue was meeting the annual expenses. Maureen Kelly acknowledged that the new title stock and title printers were purchased with funds from the first quarter of FY19.

**OTHER BUSINESS:**

Maureen Kelly addressed some of the Ohio Dealer being unaware of the new title being released. Outreach resources and not reaching some of the Dealers and it is a big concern. Ms. Kelly wanted to make Joe Cannon from Ohio Auto Dealers Association (OADA) aware that not all Dealers are aware of the title change and there may be some chaos or confusion once the new title is implemented across all counties.

Maureen Kelly motioned to close the meeting. Bernie Quilter seconded the motion. The meeting was adjourned at 1:51 p.m.

The next ATP Board meeting is scheduled for April 16, 2019, at 1:30 p.m. in the Shipley Building Conference Room 1106.

UPCOMING MEETINGS: April 16, 2019

MINUTES: ASJH APPROVED  CHAIRPERSON  
DISAPPROVED

This 16<sup>th</sup> day of April 2019.