

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

**July 16, 2019**

VOTING MEMBERS PRESENT: Charles L. Norman, Registrar  
Anne Dean, Assistant Registrar  
Todd Bickle, Clerk of Court, Muskingum County  
Bernie Quilter, Clerk of Court, Lucas County  
Maureen Kelly, Clerk of Court, Lake County – OCCA President’s Designee

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: Karim Aba, Asst. Chief, BMV Title Support  
Demitria Crumiell-Hagens, AP2, BMV Title Support  
Lolitha Jordan, CSA3, BMV Title Support  
Kathy Corrigan, Administrator, Vehicle Services  
Pam Newman, Chief, ODPS-IT  
Karen Casparro, Administrative Officer, ODPS – IT  
David Albrecht, ATPS – IT Supervisor, OPDS  
Ron Wehner, Fiscal Manager, ODPS Fiscal  
Barbara Hamilton, Assistant CFO, ODPS Fiscal  
Lynette Fry, OPDS Fiscal  
Emily Davidson, Special Assistant, ODPS  
Tiffany Crawford, Publications Coordinator, ODPS

ALSO IN ATTENDANCE: Taylor Pair, OBM  
Cindy Mollenkopf, Clerk of Courts, Van Wert County  
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  
Lisa Gilliland, Clerk of Courts, Vinton County  
Penny Underwood, Clerk of Courts, Champaign County  
Ann Dunbar, Clerk of Courts, Wyandot County  
Dan Pullium, Manager of Government Affairs, DealerTrack  
Rosey Patti, Regional Sales Manager, Dealertrack  
Dana Foltz, Senior Product Manager, Dealertrack

Brittney Staschke, Software Engineer, 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 – OCCA President  
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  
Andrea Dhondt, Asst, Chief Deputy, Lucas County  
Natalie Frauce, Clerk of Courts, Delaware County

MINUTES BY:

Demitria Crumiell-Hagens, AP2, BMV Title Support



Meeting of the Ohio Automated Title Processing (ATP) Board was called to order by Registrar Charles Norman at 1:41 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 April board meeting. There were no revisions requested. Todd Bickle motioned to approve April's meeting minutes and Bernie Quilter seconded the motion.

#### **OLD BUSINESS/ONGOING AGENDA ITEMS:**

ATPS release notes continue the second Wednesday of every month. July's release notes were technical in nature. The title manual updates were the only visual pieces of the release notes. NMVTIS related updates were made to the unsolicited messages received from other states that Ohio is required to respond to. Scanning software was tested in-house. The ATPS team is working to get the kinks out of the software prior to the county testing phase. The pilot phase will happen in the test system to compare images. Kofax is very expensive. The new software is in-house and simplified.

Delivery of title stock took place beginning July 29, 2019. The first truck ran for three weeks and the second truck ran for an additional three weeks. Title stock delivery was completed by the first week of September.

Title manual committee meetings continue to take place. The meeting scheduled July 16, 2019 was cancelled due to scheduling. The manual updates are making progress and are consistent with the ATPS release notes. The committee is still receiving feedback forms and they are very helpful.

#### **GENERAL BUSINESS:**

Reports distributed contained financial information as of June 30, 2019. The Kofax contract expired fiscal year 2019 (FY19). \$714,995 was disbursed to RR Donnelley. 4.5 million titles are open encumbrance for a total of \$322,510 that is not contained in FY19. Dealertrack had 69,494 title transactions for a total of \$68,108.12. Brown Enterprises was the vendor responsible for PCs, monitors, and receipt printer maintenance. The cost of \$1,008,000 was low enough to not qualify for the equipment category. The total amount of payroll disbursed was \$2,752,748. There was \$415,050 left encumbered for personal services. \$280,540 was disbursed to Excel and \$1,482,200 funds were disbursed to Guidesoft. Maintenance funds were fully covered with \$1,472,327 encumbered left. \$15,080 was disbursed for equipment. ELT has been paid \$2,106,810 as of June 30, 2019. The revenue report shows the deposits of

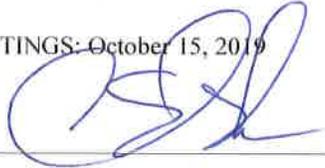
the fund by quarter. DAS charges from the ATPS fund include technology costs such as servers, storage, and centralized services. The ending cash balance as of June 30, 2019 was \$25,613,075.

**OTHER BUSINESS:**

Bernie Quilter motioned to close the meeting. Todd Bickle seconded the motion. The meeting was adjourned at 2:00 p.m.

The next ATP Board meeting is scheduled for October 15, 2019, at 1:30 p.m. in the Shipley Building Conference Room 1106.

UPCOMING MEETINGS: October 15, 2019

MINUTES:  \_\_\_\_\_ APPROVED  \_\_\_\_\_ CHAIRPERSON  
DISAPPROVED \_\_\_\_\_

This 15<sup>th</sup> day of October 2019.