

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

July 17, 2018

VOTING MEMBERS PRESENT:

Don Petit, 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
Demitria Crumiell-Hagens, AP2, BMV Title Support
Pam Newman, IT Manager, ODPS-IT
Karen Casparro, Program Administrator 2, ODPS-IT
David Albrecht, IT Supervisor, ODPS-IT
Ron Wehner, Fiscal Manager
Barbara Hamilton, ODPS Fiscal
Faizur Rahman, Quality Assurance, ODPS
Emily Mayfield, Legislative Liaison, 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
Dan Pullium, Manager of Government Affairs, DealerTrack
Linda Byram, Chief Deputy, Shelby County
Michele Mumford, Clerk of Courts, Shelby County
Chell Everett, Title Office Manager, Shelby County
Cindy Bailey, Clerk of Courts, Clinton County Pam Dillard, Chief Deputy, Lucas County
Corey Hall, Director of Sales, Dealertrack
Dana Foltz, Product Manager, Dealertrack
Jayne Januovsky, Trainer, Dealertrack
Rosanne Patti, Regional Sales Manager, Dealertrack
Branden Meyer, Clerk of Courts, Fairfield County

MINUTES BY:

Demitria Crumiell-Hagens, AP2, BMV Title Support



Meeting of the Ohio Automated Title Processing (ATPS) Board was called to order by Registrar Don Petit at 1:35 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 July board meeting. There were no revisions requested. Bernie Quilter motioned to approve July's meeting minutes and Maureen Kelly seconded the motion.

OLD BUSINESS/ONGOING AGENDA ITEMS:

Karen Casparro gave the Automated Title Processing System (ATPS) update. ATPS team continues to work on bug fixes that are now being discovered more often by our ATPS testers versus the county offices calling in. Clarification is needed on ATPS change requests made by the Clerks. An email was sent out to committee members to gain more clarification. Todd Bickle questioned the memo placed on the message board regarding new driver license not being able to be scanned or swiped into ATPS. Registrar Petit intervened and advised that it is not an ATPS issue, however, he stated there was an issue with the alpha characters in the mag stripe. The issue was found and the affected cards will be corrected and mailed to impacted customers. No additional questions were posed.

Maureen Kelly gave a brief update on the Title Manual on Tiffany Crawford's behalf. Members of the title committee have been utilizing the draft manual until Tiffany returns from leave in order to provide her feedback for manual finalization. The goal to roll the manual out in the summer has been pushed back to the fall. Tiffany Crawford will control the living document by making necessary updates when changes in laws or processes occur. Dan Pullium from Dealertrack inquired on if a decision had been made about making the Title Manual public. Registrar Petit stated that BMV Administration is still entertaining the idea.

GENERAL BUSINESS:

Barbara Hamilton provided a financial update for the end of the fiscal year as of June 30, 2018 and distributed a handout that listed a summary of obligations. Three documents were distributed FY18 ending budget, ending June 30th, Dealertrack activity, and FY19 appropriation with possible allotment. Dealertrack budget activity reflects Electronic Title Service (ETS) payments only. Budget activity from FY18 show disbursements of \$15,337,453 including payroll which is currently \$3,217,660. There are open encumbrances for a total of \$1,628,105 projected for FY18. Personnel Services for Dealertrack have encumbrance of \$191,758 with only \$8,242 being disbursed as of June 30th. ELT has \$2,355,855 worth of transactions that are processed. The beginning cash balance for FY19 was \$25,662,065. The ATPS ending cash balance is \$17,849,710 after disbursements from FY18 and FY19. Appropriation for ELT and operating was \$19,346,027 for FY18 but we only used less \$17,000,000. Not all appropriation that was approved was used in FY18. Ending cash balance beginning July 1, 2017 was slightly over \$28 million even after activity and open encumbrances were posted in July. The ending cash balance would still be \$25,662,000 before any revenue posts starting July 2018. Dealertrack invoices are becoming steady. Todd Bickle mentioned that the expenses for FY19 seem to mirror last years' expenses. Barbara clarified that the division of funds is just an allotment process and there is always the option to adjust the fund allotment if necessary.

Bernie Quilter posed a question regarding Dealertrack being paid for lien cancellations from loan companies. Bernie was under the impression that if Clerks are getting requests or calls to cancel liens that it would be considered a transaction fee for Dealertrack. However, Karen Casparro informed Bernie and the Board that if it is just a lien cancellation then it would not be charged a transaction fee. There is no fee for a lien cancellation and lien releases cannot be done through ETS. Dan Pullium announced that Dealertrack will be attempting to find a solution and a standard process that details what documents need submitted and how. Dealertrack will work together with the Clerks for lienholders who do not wish to use ELT.

OTHER BUSINESS:

There was a request for credit card integration with ATPS from several Clerks. There was a survey that the Clerks participated in as to whether or not they currently use credit cards in their office and if so, which provider was being used. Sixty-eight out of 88 counties responded: 9 do not use credit cards in their office, 24 offices use LexisNexis, 16 offices use BridgePay, and the remainder counties use different credit card vendors. During a conference call between Maureen Kelly and Registrar Petit it was discussed and determined that there would only be one vendor that could integrate with ATPS with there being no guarantee that the vendor of the Clerks choice would

be selected. At the next title committee meeting Maureen will survey the clerks again to see if there is a new level of interest now that it is known they may not keep their current provider.

Bernie Quilter motioned to close the meeting. Todd Bickle seconded the motion. The meeting was adjourned at 2:04 p.m.

The next ATP Board meeting is scheduled for October 16, 2018, at 1:30 p.m. in the Shipley Building Conference Room 1106.

UPCOMING MEETINGS: October 16, 2018

MINUTES: Donald J. Pent APPROVED (Signature) CHAIRPERSON
DISAPPROVED _____

This 16th day of Oct 2018.