

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

**October 16, 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

VOTING MEMBERS ABSENT: Bernie Quilter, Clerk of Court, Lucas County

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  
Tiffany Crawford, Publications Coordinator, ODPS  
Karen Casparro, Program Administrator 2, 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  
Dan Pullium, Manager of Government Affairs, 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

MINUTES BY: Demitria Crumiell-Hagens, AP2, BMV Title Support



Meeting of the Ohio Automated Title Processing (ATP) Board was called to order by 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 July board meeting. There were no revisions requested. Maureen Kelly motioned to approve July's meeting minutes and Todd Bickle seconded the motion.

**OLD BUSINESS/ONGOING AGENDA ITEMS:**

Karen Casparro gave the Automated Title Processing System (ATPS) update. Release notes for production take place once a month on the second Wednesday of each month. A message is placed on the ATPS message board a day before to remind users to log out in order for the system updates to take effect. In October 2018, a county was running a report at the same time a release note was being sent and it held the update up. If users will be in the system past 6:15 p.m. on release note days please let ATPS-IT know so that updates are not pushed out at that time. Updates taking place include fine-tuning the processes. NMVTIS changes are happening as a result of how other states read NMVTIS information. If other states do not treat our reporting correctly, the data goes into a suspense report and that holds up other states from querying for the state that received the vehicle. Michigan tax law changed. Instead of the trade-in tax limit being incremented \$500 every year for motor vehicles to \$1,000 incremented every year. Michigan has also removed the trade-in limit on recreational vehicles. No additional questions were posed.

Karen Casparro gave insight into the Ohio Certificate of Title Redesign project. In October, 2018, Ten (10) counties participated in User Acceptance Testing (UAT). There were test cases that were designed for UAT. Each of the ten counties participating in UAT received one of the new title printers. Testing completed successfully on October 12, 2018. There were no system bugs. Pilot release is set for January 7<sup>th</sup> for Portage, Ross, and Morrow Counties. January 14<sup>th</sup> all offices of Franklin County is set for Pilot release and on January 28<sup>th</sup> all offices of Cuyahoga County will receive their new titles for implementation. Maureen Kelly requested that communication regarding the title redesign be sent to every audience.

Tiffany Crawford gave a brief update on the Title Manual stating that the Title Manual Committee continue to meet monthly in person and through conference call. The Title Manual was complete before December 2018. During the winter conference in December, a live presentation of the Title Manual took place. Maureen Kelly has reached out to various county offices to have them use the draft manual and offer feedback. Matt Chacey inquired on if a decision had been reached regarding the Title Manual being made public. Registrar Petit advised that a decision has not been reached at this time.

**GENERAL BUSINESS:**

Barbara Hamilton provided a financial update as of September 30, 2018 and distributed a handout that listed a summary of obligations. Large payment or distribution was approved for the Title Redesign. As of September 30, 2018 no payments had been made, but all requests were approved. Checks that were written for the Title Redesign will appear on the budget activity presented in January 2019. Appropriations for the year including ELTs are \$19,346,027. \$2,551,020 has been disbursed and \$3,029,799 are open encumbered. Dealertrack budget activity reflects Electronic Title Service (ETS) payments only. Budget activity from FY19 show disbursements of \$2,551,020 including payroll which is currently \$846,964. There are open encumbrances for a total of \$3,029,799 projected for FY19. Ending cash balance as of September 30, 2018 was \$25,776,347. The bi-annual budget was submitted by Fiscal on October 22, 2018. Todd Bickle requested a report of revenue. Barbara will present this at the meeting in January.

**OTHER BUSINESS:**

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

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

UPCOMING MEETINGS: January 15, 2019

MINUTES: Donald J. Petit APPROVED [Signature] CHAIRPERSON  
DISAPPROVED \_\_\_\_\_

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