

MINUTES OF OHIO AUTOMATED TITLE PROCESSING (ATP) BOARD

January 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
Bernie Quilter, Clerk of Court, Lucas County

VOTING MEMBERS ABSENT:

NON-VOTING MEMBERS PRESENT:

Sharon Hanrahan, Office of Budget and Management (OBM)
Kemmeth Kirk, Ohio Department of Natural Resources (ODNR), Division of Watercraft

NON-VOTING MEMBERS ABSENT:

Steve Russell, Assistant Administrator, Department of Taxation

ODPS/BMV PERSONNEL:

Teresa Johnson, Chief, BMV Title Support Section
Nancy Blair, Supervisor, BMV Title Support Section
Demitria Crumiell-Hagens, AP2, BMV Title Support
Karen Casparro, Program Administrator 2, ODPS-IT
Tony Leo, Project Manager, ODPS-IT
Adam Chaffin, ODPS-IT
Ron Wehner, Fiscal Manager
Barbara Hamilton, ODPS Fiscal

ALSO IN ATTENDANCE:

Cindy Mollenkopf, Clerk of Court, Van Wert County - OCCA President
Jean Meckstroth, Clerk of Court, Auglaize County
Joe Cannon, Ohio Auto Dealers’ Association
Dan Pullium, Manager of Government Affairs, DealerTrack
Dana Foltz, DealerTrack
Michelle Mumford, Clerk of Court, Shelby County
Chell Everett, Title Office Manager, Shelby County
Linda Byram, Chief Deputy, Shelby County
Pam Dillard, Chief Deputy, Lucas 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 1:35 p.m. The meeting was held in the Atrium of the Shipley Building at 1970 West Broad Street, Columbus, Ohio.

Board members reviewed the minutes from the July and October board meetings. There were no revisions requested. Maureen Kelly motioned to approve July's meeting minutes and Assistant Registrar Anne Dean seconded the motion. Maureen motioned to approve October meeting minutes and Bernie Quilter seconded the motion.

OLD BUSINESS/ONGOING AGENDA ITEMS:

Karen Casparro gave the Automated Title Processing System (ATPS) update. The ATPS-IT team are doing monthly updates for bug fixes and other features that need changed, corrected, or devised. Bug fixes are currently issues or items that were found by ATPS-IT but need to be addressed and rectified. ATPS-IT will also incorporate enhancements suggested by the clerks into the schedule of fixes. No questions were posed.

Maureen Kelly gave a brief update on the Title manual in Tiffany Crawford's absence. Tiffany Crawford is the chairperson of the committee that was established. The committee is comprised of various county Clerk of Court members. The last meeting took place in December. The manual is moving along quickly and efficiently. The manual should be published by mid-year. There are monthly meetings that are scheduled and also conference calls that are scheduled monthly two weeks after the in-person meetings. At the OCCA winter conference, Tiffany presented a sample of the current manual that has been created. All of the participants were pleased during the presentation. Tiffany currently does a vast amount of research on her own and verifies the information with the committee to ensure the project moves along successfully.

Joe Cannon from Ohio Auto Dealers Association inquired on if the Title Manual would be a public document. Maureen responded that it would be an online document and may be able to be accessible for the public. However, the Registrar pointed out that the manual would need to be reviewed and checked by legal and the record department to make sure that all the information is appropriate for public viewing. Some of the information may need redacted.

GENERAL BUSINESS:

Barb Hamilton provided a financial update for the quarter as of December 31, 2017 and distributed a handout that listed a summary of obligations. The cut-off is at the end of the quarter for consistency. Budget activity from Fiscal Year (FY) 2018 show disbursements of \$7,118,278 including payroll which is currently \$1,638,931. There are open encumbrances for a total of \$2,491,344 projected for FY18. Personnel Services for Dealer Track are encumbrance only 200,000 but no disbursement as of yet. ELT has \$1,326,915 worth of transactions that are processed so far, approximately half of the appropriation of \$2,900,000. The beginning cash balance was \$28,006,713. The ATPS ending cash balance is \$27,290,311 after disbursements from FY17 and FY18.

Todd Bickle questioned if miscellaneous revenue such as the income from selling records goes into the ATPS fund or the BMV general fund. Registrar Petit advised Todd that we do not sell records because it is public information and the legal department states that the BMV can only charge for certified records and the price charged is the cost of certification. Bernie Quilter posed a question pertaining to if 5 year projections are done on the Board budget. Barb Hamilton stated that Fiscal addresses problems in the budget far in advance so that projections can be made. Soon, a bi-annual revenue projection will be done. However, this will not happen before the next ATP board meeting.

Joe Cannon from OADA inquired on when a new ATPS system would need to go into place. Tony Leo advised that the intention is for pieces of the system to be updated so an entire overhaul of ATPS is not necessary. The previous system was in place for 16 years. Registrar Don Petit clarified that the approach to the current system will be much different from the previous structure and that there is no need to look at whole new system because small compartmental updates can be done. There were 73 change requests for ATPS II when the new ATPS was put in place. Todd Bickle wanted to know whether there would be any change in equipment this year. Tony responded that computers and other necessary updates life expectancy is projected when the items are purchased.

The discussion regarding the frequency of Board meetings concluded with Bernie Quilter suggesting that they remain quarterly. Due to Electronic Title Service (ETS) being launched successfully and ahead of the timeline, there is no need to increase the frequency of meetings. As always, if necessary, the Registrar is willing to interject a meeting between quarters.

OTHER BUSINESS:

Tony Leo gave an update on the Title Redesign. A timeline is currently available for the project. The Request for Invoice (RFI) has been done and sent to various vendors. There were 5 responses for printer and title stock. The invitation to bid (ITB) will be made from the RFI responses. There are questions regarding the fundamentals. The Request for Payment (RFP) takes longer and could halt the timeline currently in place. RR Donnelly, the current vendor for the title stock, has an extension that ends in August 2018. The BMV would have to rebid the entire contract if it ends. The final order for title stock will be placed and held until implementation of the Title Redesign. The current and new title can be in production at the same time. A year from now the phase implementation will begin. There have been changes in ATPS to accommodate the new title. Maureen Kelly offered to coordinate excess title stock even when the old title is phased out. In April, she would like to present a plan explaining the system that the clerks have put in place when transferring title stock. She will coordinate these efforts with the association.

Dan from DealerTrack offered a sincere thank you to everyone involved in the partnership between his vendor and the BMV. OADA will be doing webinars for the dealers. There were 100 dealers present on the first conference call. Five to seven new counties signed up, seven dealers were using the new system as of January 24th, and (14) fourteen were waiting on standby. Many entities are signing up as one dealer for multiple location and begin growing exponentially. There are a few dealers who do not want to change, due to being unfamiliar with the process. As a whole, the partnership between DealerTrack and the BMV has been a great success.

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

The next ATPS Board meeting is scheduled for April 17, 2018, at 1:30 p.m. in the Shipley Building Atrium.

UPCOMING MEETINGS: April 17, 2018

MINUTES: _____ APPROVED _____ CHAIRPERSON
DISAPPROVED _____

This _____ day of _____ 2018.