



OKLAHOMA TAX COMMISSION

STATE OF OKLAHOMA

STEVE BURRAGE, Chairman

CLARK JOLLEY, Vice Chairman

THOMAS E. KEMP, JR., Secretary-Member

2501 NORTH LINCOLN BLVD.

OKLAHOMA CITY, OK 73194-0001

AGENDA

OKLAHOMA TAX COMMISSION REGULAR MEETING

March 1, 2018

1:30 P.M.

1. Convene—Notice of Meeting Posted 1:30 P.M., February 28, 2018.
2. Approval of minutes of the commission meeting dated February 27, 2018.
3. Executive Directors Report: Personnel Appointments
 - a. Authorization for the following salary adjustments:
 - 2889 Administrative Technician, Level II – Central Processing Division
 - 2890 Administrative Technician, Level II – Central Processing Division
 - 2891 Administrative Technician, Level II – Central Processing Division
 - 2892 Administrative Technician, Level II – Central Processing Division
 - 2893 Administrative Technician, Level II – Central Processing Division
 - 2894 Administrative Technician, Level II – Central Processing Division
 - 2895 Administrative Technician, Level IV – Central Processing Division
 - 2896 Optical Imaging Specialist, Level II – Central Processing Division
 - 2897 Optical Imaging Specialist, Level II – Central Processing Division
 - 2898 Optical Imaging Specialist, Level II – Central Processing Division
 - 2899 Optical Imaging Specialist, Level III – Central Processing Division
 - 2900 Optical Imaging Specialist, Level III – Central Processing Division
 - 2901 Optical Imaging Specialist, Level III – Central Processing Division
 - 2902 Material Management Specialist, Level II – Central Processing Division
 - 2903 Tax Document Examiner, Level II – Central Processing Division
 - 2904 Tax Document Examiner, Level II – Central Processing Division
 - 2905 Tax Document Examiner, Level II – Central Processing Division
 - 2906 Tax Document Examiner, Level II – Central Processing Division
 - 2907 Tax Document Examiner, Level II – Central Processing Division
 - 2908 Tax Document Examiner, Level III – Central Processing Division
 - 2909 Tax Document Examiner, Level III – Central Processing Division
 - 2910 Tax Document Examiner, Level III – Central Processing Division
 - 2911 Tax Document Examiner, Level III – Central Processing Division
 - 2912 Tax Document Examiner, Level III – Central Processing Division
 - 2913 Tax Document Examiner, Level III – Central Processing Division
 - 2914 Revenue Unit Manager I – Central Processing Division
 - 2915 Material Management Specialist, Level III – Central Processing Division

4. Proposed Executive Session to consider confidential taxpayer matters and proceedings.
Executive Session authorized by 25 O.S. § 307 (B)(7).

a. **Waiver of Penalty and Interest; Abatement Requests; Requests for Spousal Relief;
Other Taxpayer and Division Request:**

P-16-058-H	18-875956	17-956704
P-14-094-H	17-933831	17-956730
731434	18-939569	987459
17-855785	18-951722	17-1023048

b. **Administrative Law Judges Recommendations:**

P-09-195-H	SJ-17-017-J
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5. Reconvene in Open Session – Recommendations and votes on matters considered in Executive Session.
6. Discussion and possible approval of notification to the Secretary of Finance, Administration and Information Technology of proposed agency expenses.
7. Internal Audit.
a. Internal Audit-Motor Vehicle Division (Audit Services)
b. Quarterly Follow-up of previous internal audits
8. Discussion and review of agency Strategic Plan.
9. Report from Tax Policy and Research Division.
10. Other division reports.
11. New business.
12. Adjournment.