



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

April 3, 2018

1:30 P.M.

1. Convene—Notice of Meeting Posted 1:30 P.M., April 2, 2018.
2. Approval of minutes of the commission meeting dated March 29, 2018.
3. Executive Directors Report; Personnel Transactions:
 - a. Authorization for the following salary adjustments:
 - 2937 Administrative Technician, Level III – Account Maintenance Division
 - 2938ed Administrative Technician, Level III – Account Maintenance Division
 - 2941 Administrative Technician, Level II – Central Processing Division
 - 2942 Administrative Technician, Level II – Central Processing Division
 - 2943 Administrative Technician, Level II – Central Processing Division
 - 2944 Administrative Technician, Level II – Central Processing Division
 - 2945 Administrative Technician, Level III – Central Processing Division
 - 2946 Administrative Technician, Level IV – Central Processing Division
 - 2947 Material Management Specialist, Level II – Central Processing Division
 - 2948 Optical Imaging Specialist, Level II – Central Processing Division
 - 2949 Optical Imaging Specialist, Level II – Central Processing Division
 - 2950 Optical Imaging Specialist, Level III – Central Processing Division
 - 2951 Tax Document Examiner, Level II – Central Processing Division
 - 2952 Administrative Technician, Level III – Compliance Division
 - 2953 Administrative Technician, Level IV – Compliance Division
 - 2955 Material Management Specialist, Level IV – Management Services Division
 - 2956 Administrative Technician, Level I – Management Services Division
 - 2959 Material Management Specialist, Level III – Motor Vehicle Division
 - 2960 Administrative Technician, Level II – Motor Vehicle Division
 - b. Authorization for the following vacancies:
 - 2935 Auditor, Level I – Account Maintenance Division
 - 2936 Auditor, Level I – Account Maintenance Division
 - 2940 Administrative Technician, Level I – Administration Division
 - 2954 Accountant, Level II – Management Services Division
 - 2957 Auditor, Level I- Motor Vehicle Division
 - 2958 Auditor, Level I – Motor Vehicle Division
 - c. Authorization for the following career progression:
 - 2939 Secretary, Level IV – Administration 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:**

18-905971	18-908608	17-983695	18-1015175	18-1022043
18-906977	18-924599	17-1001193	18-1016306	18-1027183
18-945721	17-955438	18-1004372	17-1019111	18-1052073
722791	18-981482	17-1006204	17-1020141	18-1066013

- b. **Partial Releases:**

- PR-18-031

- c. **Administrative Law Judges Recommendations:**

- P-09-195-H: Suggested response to the email correspondence, dated March 27, 2018 from Protestant's Counsel, E. Kendrick Smith.

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. Discussion and review of agency Strategic Plan.
8. Report from Tax Policy and Research Division.
9. Other division reports.
10. New business.
11. Adjournment.