

**Oklahoma Tax Commission Regular Meeting Minutes  
November 12, 2019**

1. The regularly scheduled meeting of the Oklahoma Tax Commission convened at 1:30 p.m., on the above date, in the Oklahoma City office. Notice of said meeting and the agenda therefor were posted in prominent public view at the Commission's principal office in Oklahoma City from and after 1:30 p.m., on November 8, 2019.

Chairman Prater called the meeting to order. Other members present were Vice-Chairman Jolley and Secretary-Member Burrage. Also present was Joseph Gappa, General Counsel.

2. Vice-Chairman Jolley moved to approve the minutes of the regular commission meeting on November 5, 2019. Secretary-Member Burrage seconded the motion. Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. Executive Director's; Personnel Transactions:  
Vice-Chairman Jolley moved to approve personnel transactions 3500 through 3534. Secretary-Member Burrage seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
4. Chairman Prater moved that the Commission resolve into Executive Session for the purpose of discussing confidential taxpayer matters and proceedings. Vice-Chairman Jolley seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

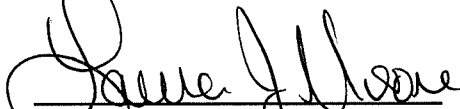
An executive session was held, after which the Commission returned to open meeting.


5. Recommendations from Executive Session:
  - 1) Vice-Chairman Jolley moved that the Commission grant a waiver of one-half interest, as recommended by the Division, in Case No. P-18-207-H. Secretary-Member Burrage seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
  - 2) Vice-Chairman Jolley moved that the Commission grant a waiver of penalty and interest, upon payment of tax and withdrawal of protest; allowing pay plan of two years, in Case No. P-18-222-K. Secretary-Member Burrage seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
  - 3) The tax gap was not discussed.
  - 4) Way2Go Card Opinion to be sent to Senator Bice; Chairman Burrage moved that the Commission issued an Administrative Directive to cease and desist issuing of taxpayer social security numbers on debit cards until further notice. Vice-Chairman Jolley seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
6. Vice-Chairman Jolley moved that the Commission approve the request to submit the 2019 Equalization Report and findings to the State Board of Equalization (per 68

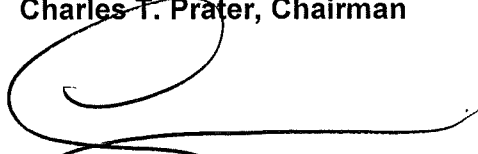
O.S. 2011, Section 2864). Secretary-Member Burrage seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

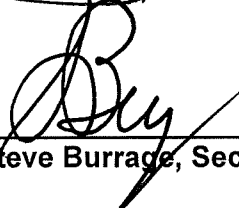
7. Additional information regarding the approval of tag agent appointment of Stephanie Novotny as Motor License Agent in Anadarko, Oklahoma, was requested; matter continued to Wednesday, November 13, 2019.
8. Additional information regarding whether to keep open tag office in Yukon, Oklahoma upon the resignation of current agent Kaye Blevins was requested; matter continued to Wednesday, November 13, 2019.
9. Vice-Chairman Jolley moved that the Commission approve the Equalization/Excise Board appointment of Mary Lowery, Marshall County. Secretary-Member Burrage seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
10. Vice-Chairman Jolley moved that the Commission approve the Equalization/Excise Board appointment of Victor Sterling Bullard, Latimer County. Secretary-Member Burrage seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
11. There was no report from Tax Policy and Research Division.
12. There were no other division reports.
13. There were no agency priorities discussed.
14. The meeting was continued to 10:00 a.m. on Wednesday, November 13, 2019.

APPROVED:

  
Assistant Secretary

  
Charles T. Prater, Chairman

  
Clark Jolley, Vice-Chairman

  
Steve Burrage, Secretary-Member

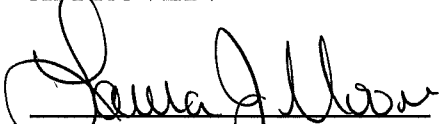
**Oklahoma Tax Commission Regular Meeting Minutes**  
**Continued Meeting**  
**November 13, 2019**


1. The meeting of the Oklahoma Tax Commission continued from 1:30 p.m., on November 12, 2019, in the Oklahoma City office, re-convened at 10:00 a.m. on the above date in the Oklahoma City office.

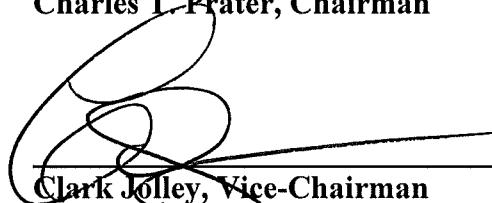
Chairman Prater called the meeting to order. Other members present were Vice-Chairman Jolley and Secretary-Member Burrage.


2. Vice-Chairman Jolley moved to approve the appointment of Stephanie Novotny as Motor License Agent in Anadarko, Oklahoma, subject to qualifying under the law. Secretary-Member Burrage seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. The Commissioners discussed whether to keep open a tag office in Yukon, Oklahoma upon resignation of current agent Kaye Blevins; no action taken.
4. New business; Chairman Prater advised the commissioners that the Executive Director cancelled all future Motor License Agent Liaison Group Meetings.
5. The meeting was adjourned.

**APPROVED:**

  
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Paula J. Moore  
Assistant Secretary

  
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Charles T. Prater, Chairman

  
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Clark Jolley, Vice-Chairman

  
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Steve Burrage, Secretary-Member