

**OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES**  
**July 13, 2021**

1. The regularly scheduled meeting of the Oklahoma Tax Commission convened at 1:30 p.m., on the above date. Notice of said meeting was posted on December 3, 2020 and the agenda therefor was posted online from and after 1:30 p.m. on July 12, 2021. Chairman Jolley declared the presence of a quorum.

Persons in attendance: Chairman Jolley, Vice-Chairman Paulk, Secretary-Member Prater and Elizabeth Field.

Guest: Jay Doyle, Diedra O'Neil, Jessica Grogis, Caitlin Owen, Joe Gappa, April Gonzalez and Katy Feaver with LegisOk.com.

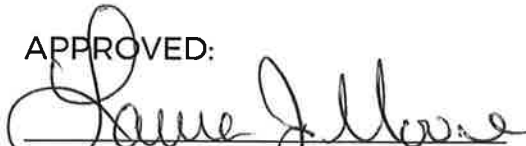
2. **READING OF MINUTES** – Secretary-Member Prater moved to approve the minutes of the regular commission meeting on July 6, 2021. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. Secretary-Member Prater moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated July 13, 2021 specified below and attached in electronic folder to Minutes with executed Proposed Expense Request. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
  - Purchase Requisition No. 6950011179, FY22 renewal for auditing services provided by the State Auditor and Inspector per S.B. 1975 – Sections 72-76, \$240,000.00.
  - Purchase Requisition No. 6950011313, Monthly lease for 300 N. Broadway, OTC New Taxpayer Intake Center, \$140,419.92.
4. Vice-Chairman Paulk moved that the Commission resolve into Executive Session for the purpose of discussing confidential taxpayer matters and proceedings. Secretary-Member Prater 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) Chairman Jolley moved that the Commission grant a waiver of one-half interest and one-half penalty, upon payment of one-half interest and one-half penalty, in Case No. 20-1408996. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
6. Executive Director's Report - Executive Director to provide the Commissioners with a list of ongoing projects.
7. Commissioners discussed with the Interim Leadership Team: roles and responsibilities, mutual expectations between Commissioners and Interim Agency Leadership, and communications with the Commission. No action was taken.
8. Chairman Jolley moved that the Commission approve the proposed succession plan for Security section of the Information Technology division. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
9. Commissioners discussed the administration of SB1057 with the Executive Director. No action was taken.
10. Chairman Jolley moved that the Commission authorize General Counsel to negotiate and execute a professional services contract with Kirkland & Ellis to advise and represent the Oklahoma Tax Commission in current and anticipated litigation and subsequent appeals. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
11. Vice-Chairman Paulk moved that the Commission approve delegation of settlement authority to General Counsel related to Human Resources matters. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
12. Commission discussed developing an "onboarding" process for the next Executive Director upon hire. The matter was continued to the July 20, 2021 meeting.

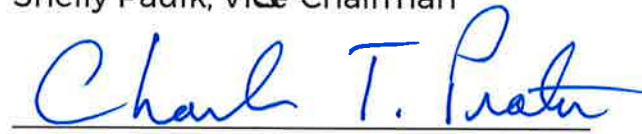
- 13. Commissioners recognized Executive Director Doyle and Deputy Executive Director O'Neil for their service to the Commission. No action was taken.
- 14. There was no new business.
- 15. The meeting was adjourned.

APPROVED:

  
Assistant Secretary

  
Clark Jolley, Chairman

  
Shelly Paulk, Vice-Chairman

  
Charles T. Prater, Secretary-Member



**OKLAHOMA  
Tax Commission**

**OKLAHOMA TAX COMMISSION  
PROPOSED EXPENSE REQUEST**

To: Secretary of Economic Administration

Pursuant to Executive Order 2019-13, the Oklahoma Tax Commission hereby provides written notification of proposed expenses in the attached document dated 07/13/2021 and requests approval of the same.

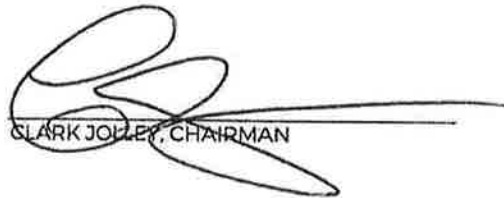
DATED this 07/13/2021

(SEAL)

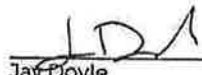
OKLAHOMA TAX COMMISSION

ATTEST:

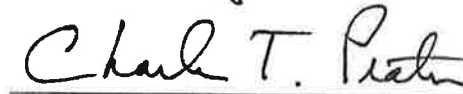
  
Assistant Secretary

  
CLARK JOLLEY, CHAIRMAN

APPROVED:

  
Jay Doyle  
Executive Director

  
SHELLY PAULK, VICE CHAIRMAN

  
CHARLES T. PRATER, SECRETARY-MEMBER



OKLAHOMA TAX COMMISSION PROPOSED EXPENSE REQUEST

Date Submitted: 7/13/2021

Purchase Requisition Number	Description of Proposed Expense	Cost	Necessity	Cost (if any) if request denied	Deadline
695001179	FY22 renewal for auditing services provided by the State Auditor and Inspector per S.B. 1975 - Sections 72-76.	\$240,000.00	FY22 Operational and CAFR Auditing Services		7/20/2021
695001133	Monthly Lease for 300 N Broadway, OTC New Taxpayer Intake Center	\$140,419.92	Office space/facility needed for operational requirements in conducting mandated taxpayer services	If denied, OTC would not be in compliance with state statutes. If denied, the agency would not be in full operation and would be unable to assist taxpayers.	7/20/2021

CABINET SECRETARY APPROVAL:

Date