

OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES
July 27, 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 26, 2021. Chairman Jolley declared the presence of a quorum.

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

Guest: Nichole Gillett, Morgan Lankford, Stacy Morey, Kayla Wells and Katy Feaver with LegisOK.com.

2. READING OF MINUTES – Vice-Chairman Paulk moved to approve the minutes of the regular commission meeting on July 20, 2021. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. Elizabeth Field presented the transition team report to the Commissioners. No action was taken.
4. Secretary-Member Prater moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated July 27, 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. 6950011336, Upgrade Fairfax Software's Quick Modules System, \$67,600.00.
 - Purchase Requisition No. 6950011347, Renewal of courier service/delivery fees through FedEx through statewide contract 825, \$40,000.00.
5. Motor License Agent Kayla Wells appeared before the Commission. After discussion, Chairman Jolley moved that the Commission terminate the appointment of Motor License Agent #6812, Kayla Wells at 5:00 p.m. on Friday, July 31, 2021. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
6. Commissioners discussed adding the pending Findings, Conclusions and Recommendations from the Administrative Law Judges on the August 3, 2021 agenda.
7. Chairman Jolley moved that the Commission adopt the Memorandum of Understanding by and between Oklahoma Lottery Commission and Oklahoma

Tax Commission. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

8. 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.

9. Recommendations from Executive Session:

- 1) Chairman Jolley moved that the Commission cap the interest to the amount of tax per period and grant a waiver of one-half of the recalculated delinquent interest, upon payment of one-half delinquent interest, plus underestimation interest, delinquent penalty, warrant penalty, filing fees and applicable collection fees, in Case No. 20-1540775. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
- 2) Chairman Jolley moved that the Commission deny a waiver request, as recommended by the Division, in Case No. 20-1552568. 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 cap the interest to the amount of tax per period and grant a waiver of one-fourth of the recalculated interest in the amount of \$10,799.02, upon payment of the remaining delinquent interest, plus delinquent penalty, warrant penalty, filing fees and applicable collection fees; also granting a 60 month pay plan, as recommended by the Division, in Case No. 20-1547407. Chairman Jolley seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
- 4) Chairman Jolley moved that the Commission cap the interest to the amount of tax per period and grant a waiver of one-half of the recalculated interest, upon payment of the remaining delinquent interest, plus underestimation interest, delinquent penalty, warrant penalty and filing fees; also granting a 60 month pay plan, as recommended by the Division, in Case No. 20-1509669. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
- 5) Vice-Chairman Paulk moved that the Commission cap the interest to the amount of tax per period and grant a waiver of one-half of the recalculated interest, upon payment of the remaining interest, plus underestimation interest, delinquent penalty, warrant penalty, filing fees and applicable

collection fees, as recommended by the Division, in Case No. 20-1528113. Chairman Jolley seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

6) Chairman Jolley moved that the Commission deny a waiver request, as recommended by the Division, in Case No. 21-1751752. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

7) Commissioners discussed the individual applicants for the Executive Director position. No action was taken; matter was continued to August 3, 2021.

10. There was no new business.

11. The meeting was adjourned.

APPROVED:

Laura J. Moore
Assistant Secretary


Clark Jolley, Chairman

Shelly Paulk
Shelly Paulk, Vice-Chairman

Charles T. Prater
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 07/27/2021 and requests approval of the same.

DATED this 07/27/2021

(SEAL)

OKLAHOMA TAX COMMISSION

ATTEST:

Laura J. Moore
Assistant Secretary

Clark Jolley
CLARK JOLLEY, CHAIRMAN

APPROVED:

April Gonzalez
April Gonzalez
Director of Digital Communications &
Marketing

Shelly Paulk
SHELLY PAULK, VICE CHAIRMAN

Charles T. Prater
CHARLES T. PRATER, SECRETARY-MEMBER



Date Submitted: 7/27/2021

OKLAHOMA TAX COMMISSION PROPOSED EXPENSE REQUEST

Purchase Requisition Number	Description of Proposed Expense	Cost	Necessity	Cost (if any) if request denied	Deadline
6950011336	Upgrade Fairfax Software's Quick Modules System	\$67,600.00	The version of Fairfax Software's Quick Modules System, Branch 5, that OTC is utilizing is reliant on Microsoft Silverlight and Internet Explorer. Microsoft has announced that they are ending support for Silverlight on October 12, 2021 and ending support on Internet Explorer on June 15, 2022. Fairfax Software is committed to upgrading OTC CPD to Quick Modules, Branch 7 which provides HTML5 in all user interfaces and removes the reliance on Microsoft Silverlight and Internet Explorer. This update to the Fairfax Software is required due to Microsoft no longer supporting Microsoft Silverlight (support ends October 12, 2021) and Internet Explorer (support ends June 15, 2022). Currently Fairfax Quick Modules is reliant on both of these.	If denied, Central Processing would lose the ability to image payments and returns as well as perform data entry on all tax types.	8/3/2021
6950011347	Renewal of courier service/delivery fees through FedEx through statewide contract 825	\$40,000.00	Courier/delivery services for Motor Vehicle to ship supplies to tag agents and other delivery services between agency locations.	If denied, the agency would be unable to ship supplies to tag agents and other locations.	8/3/2021

CABINET SECRETARY APPROVAL: _____

Date