


OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES
September 28, 2021
Tulsa Office

1. The regularly scheduled meeting of the Oklahoma Tax Commission convened at 12:30 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 12:30 p.m. on September 27, 2021. Chairman Jolley declared the presence of a quorum.


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

2. READING OF MINUTES – Vice-Chairman Paulk moved to approve the minutes of the regular commission meeting on September 21, 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. Elizabeth Field to send job description for Human Resources Director position to Commissioner Jolley; Commissioner Jolley met with possible candidate for Executive Director. No action was taken.
4. Vice-Chairman Paulk moved that the Commission approve the FY-2023 Budget Request with suggested changes. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
5. Chairman Jolley moved that the Commission approve Notification to Cabinet Secretary for the proposed agency expenses dated September 28, 2021. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
6. New business: Commissioners discussed a question brought up by Commissioner Prater about compliance with 25 O.S. § 307.
7. 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 09/28/2021 and requests approval of the same.

DATED this 09/28/2021

(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: 9/28/2021

OKLAHOMA TAX COMMISSION PROPOSED EXPENSE REQUEST

| Purchase Requisition Number | Description of Proposed Expense | Cost | Necessity | Cost (if any) if request denied | Deadline |
|-----------------------------|---------------------------------|-------------|--|--|-----------|
| 6950011571 | Cristo Rey Program | \$28,350.00 | This program is to provide additional support in the TRC (Phone Bank) that continues to experience high call and email/web notice volumes. | If denied, the OTC will continue to struggle to find employees/temps to fill the taxpayer resource center positions. | 10/5/2021 |

CABINET SECRETARY APPROVAL: _____ Date