

**OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES**  
**October 26, 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 October 25, 2021. Chairman Jolley declared the presence of a quorum.

Persons in attendance: Chairman Jolley, Vice-Chairman Paulk, Secretary-Member Prater, Marie Schuble, Counsel to the Commissioners and Elizabeth Field, General Counsel.

GUESTS: April Jolley and Michael Krase

2. Commissioners discussed and approved the new format for the minutes of Commission meetings.
3. **READING OF MINUTES** – Vice-Chairman Paulk moved to approve the minutes of the regular commission meetings on October 12, 2021 and October 19, 2021. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
4. Elizabeth Field presented the transition team report to the Commissioners. No action was taken.
5. Secretary-Member Prater moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated October 26, 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. 6950011647, Renew lease of DS1200 G4 Inserters with inline postage meters for 4<sup>th</sup> of 5 year lease, \$147,804.48.
  - Purchase Requisition No. 6950011651, FY22 Renewal of OKTAP (Common Checkout), \$25,000.00.
  - Purchase Requisition No. 6950011652, FY22 Renewal of Presort Contract, \$399,146.12.
6. 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; Secretary-Member, aye. The motion was declared adopted.

An executive session was held, after which the Commission returned to open meeting. Executive session minutes were recorded, maintained separately and are confidential pursuant to 25 O.S. § 307(B)(7), (E)(3), and 51 O.S. § 24A.5(1)(b).

7. There was no new business.

8. 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