

**OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES**  
**December 7, 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 December 6, 2021. Chairman Paulk declared the presence of a quorum.

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

2. **READING OF MINUTES** – Secretary-Member Prater moved that the Commission approve the minutes of the special commission meeting on December 3, 2021. Vice-Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. **Transition Team Report** – Elizabeth Field briefed the Commissioners regarding the selection of an Innovation Director and budget requests to the appropriations sub-committee. No action was taken.
4. Vice-Chairman Wood 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. 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).

5. Secretary-Member Prater moved that the Commission approve the addendum to the Disabled American Veteran Sales Tax Exemption Program report which was originally presented to the Commission on May 19, 2020. Vice-Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
6. Vice-Chairman Wood moved that the Commission approve the Internal Audit Report: Surprise Cash Count performed on August 23, 2021. Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
7. Secretary-Member Prater moved that the Commission approve the 2022 Schedule of Regular Meetings to be submitted to the Secretary of State. Vice-Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
8. Secretary-Member Prater moved that the Commission approve the Equalization/Excise Board appointment for Mitchell Zimmerman, Major County. Vice-Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

- 9. Secretary-Member Prater moved that the Commission approve the rulemaking requests for the upcoming 2022 rulemaking session submitted by the various Divisions. Vice-Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
  
- 10. Vice-Chairman Wood moved that the Commission approve the 2022 Oklahoma Tax Commission Salary Correction Plan. Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
  
- 11. New business:
  - a. Secretary-Member Prater moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated December 7, 2021 specified below and attached in electronic folder to Minutes with executed Proposed Expense Request. Vice-Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
    - Purchase Requisition No. 6950011777, Lease for new Tulsa Office located at 201 W. 5<sup>th</sup> Street, Suite 400 – This will replace lease at old location at 440 S. Houston, \$63,126.00.
  
  - b. Chairman Paulk advised that the Transition Team will interview a candidate for the Executive Director position on Friday.

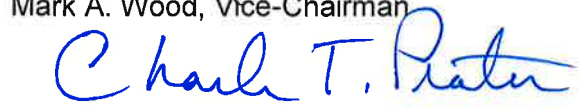
12. The meeting was adjourned.

APPROVED:

  
Assistant Secretary

  
Shelly Paulk, Chairman

  
Mark A. Wood, Vice-Chairman

  
Charles T. Prater, Secretary-Member