

OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES
May 31, 2022

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 9, 2021; and the agenda therefor was posted online from and after 1:30 p.m. on May 27, 2022. 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, Doug Linehan, Executive Director and Elizabeth Field, General Counsel.

GUESTS: Joe Gappa, Jessica Grogis, Bryson Brixie and Matthew Roberts.

2. **READING OF MINUTES** – Secretary-Member Prater moved that the Commission approve the minutes of the regular commission meeting on May 24, 2022. Vice-Chairman Wood seconded the motion. Chairman, abstain; 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 May 31, 2022 specified below and attached in electronic folder to Minutes with executed Proposed Expense Request. Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
 - Purchase Requisition No. 6950012189, to renew quarterly payments to Merit System for FY23, \$125,000.00.
 - Purchase Requisition No. 6950012199, renew Authority Order to pay for airfare and lodging for FY23, \$100,000.00.
 - Purchase Requisition No. 6950012200, renew Authority Order to pay for P-Card charges for standard and statewide contract purchases, \$75,000.00.
 - Purchase Requisition No. 6950012234, FY23 renewal of courier service/delivery fees through FedEx (SW Contract 825), \$40,000.00).
 - Purchase Requisition No. 6950012203, FY23 renewal of Membership to Multistate Tax Commission's Nexus Program Fee, \$25,628.00.
 - Purchase Requisition No. 6950012287, FY23 renewal of Subscription Membership Fees for National Fuel Diversion Registry Program, \$4,000.00.
4. Doug Linehan, Executive Director, advised the Commissioners regarding:
 - Optimizing PMP process.
5. 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).

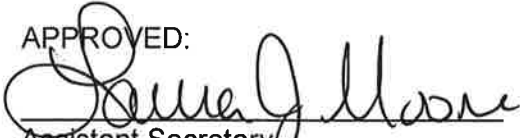
6. Matthew Roberts and Bryson Brixie presented the updated digitized internal employee training procedures to the Commissioners. No action was taken.
7. Executive Director Linehan updated the Commissioners on the approved appropriations budget. No action was taken.
8. Jessica Grogis and Joe Gappa presented a summary of the legislative session that affects the OTC. No action was taken.
9. 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). There was no new business.

10. There was no new business.


11. The meeting was adjourned.

APPROVED:


Assistant Secretary


Shelly Paulk, Chairman


Mark A. Wood, Vice-Chairman


Charles T. Prater, Secretary-Member