

**OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES**  
**March 14, 2023**

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 14, 2022; and the agenda therefor was posted from and after 1:30 p.m. on March 13, 2023. Chairman Wood declared the presence of a quorum.

Persons in attendance: Chairman Wood, Vice-Chairman Paulk, Secretary-Member Prater, Sierra Pfeiffer, Counsel to the Commissioners, Doug Linehan, Executive Director, Elizabeth Field, General Counsel.

GUESTS: Brad Johnson and Marquita Pritchett.

2. READING OF MINUTES - Vice-Chairman Paulk moved that the Commission approve the minutes of the regular commission meeting on March 7, 2023. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. READING OF MINUTES - Secretary-Member Prater moved that the Commission approve the minutes of the special commission meeting on March 8, 2023. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
4. READING OF MINUTES - Vice-Chairman Paulk moved that the Commission approve the minutes of the special commission meeting on March 9, 2023. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
5. The Executive Director reported on:
  - Building Construction
  - Account Reconciliation
  - Taxpayer Resource Center
6. Secretary-Member Prater moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated March 14, 2023, 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. 6959010095, 2<sup>nd</sup> year renewal, annual conference for County Assessors and staff, \$25,000.00.
7. Katrina White presented Business Operations Division: Cash Management; Operations Surprise Cash Count and Audit Services Discovery Projects to the Commissioners. Vice-Chairman Paulk moved that the Commission approve the CY23 Internal Audit Plan and Charter. Chairman Wood 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. 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).


- 9. There was no new business.
- 10. The meeting was adjourned.

APPROVED:

  
Assistant Secretary

  
Mark A. Wood, Chairman

  
Shelly Paulk, Vice-Chairman

  
Charles T. Prater, Secretary-Member