

**OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES**  
**March 21, 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 20, 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, and Elizabeth Field, General Counsel.

GUEST: Kiersten Hamill

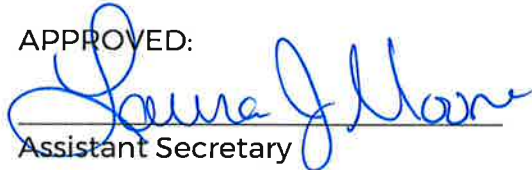
2. **READING OF MINUTES** - Vice-Chairman Paulk moved that the Commission approve the minutes of the regular commission meeting on March 14, 2023. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. **READING OF MINUTES** - Secretary-Member Prater moved that the Commission approve the minutes of the special commission meeting on March 17, 2023. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
4. The Executive Director reported on the Mid-Year PMP Process.
5. Consideration and possible adoption of the proposed permanent rules to conform them to legislative changes made by the Second Regular Session of the 58<sup>th</sup> Legislature (2022), to reflect recent policy recommendations, update rule references, improve readability, and delete obsolete language for the following changes: Chapter 1, Administrative Operations; Chapter 10, Ad Valorem; Chapter 20, Alcohol and Mixed Beverages; Chapter 30, Documentary Stamps; Chapter 45, Gross Production; Chapter 50, Income; Chapter 55, Motor Fuel, Chapter 65, Sales and Use Tax, Chapter 90, Withholding, Chapter 95, Miscellaneous Areas of Regulatory and Administrative Authority was continued at the request of the Commission.
6. Vice-Chairman Paulk moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated March 21, 2023, specified below and attached in electronic folder to Minutes with executed Proposed Expense Request. Secretary-Member Prater seconded the motion. Chairman, aye on items "a" and "d" and recuse on items "b" and "c"; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
  - a. Purchase Requisition No. 6950013368, Bid for the OTC constructions plan with Kerr3 through CAP, \$1,314,201.00.
  - b. Purchase Requisition No. 6950013392, Professional Services for Call Center Assessment, \$350,000.00.
  - c. Purchase Requisition No. 6950013394, Professional services to provide assistance in the reconciliation of certain general ledger cash balances, an analysis of the State's existing reconciliation processes and an analysis of the accuracy of certain Due To calculations, \$905,000.00.

- d. Purchase Requisition No. 6950013391, Renew contract for EW-X-14 envelopes for FY24, \$165,480.00.
- 7. Secretary-Member Prater moved that the Commission approve the Reciprocal Agreement between the Oklahoma Tax Commission and the Oklahoma Energy Resources Board and Sustaining Oklahoma's Energy Resources. Vice-Chairman Paulk 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