

**OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES**  
**May 9, 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 May 8, 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, Elizabeth Field, General Counsel and Doug Linehan, Executive Director.

2. **READING OF MINUTES** – Secretary-Member Prater moved that the Commission approve the minutes of the regular commission meeting on May 2, 2023. Vice-Chairman Paulk seconded the motion. Chairman Wood, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. The Executive Director reported on:
  - Recruitment Efforts
  - Road Show
4. Vice-Chairman Paulk moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated May 9, 2023, specified below and attached in electronic folder to Minutes with executed Proposed Expense Request. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
  - Purchase Requisition No. 6950013587, To provide additional support throughout the OTC agency departments through the Cristo Rey Program, \$35,000.00.
5. Vice-Chairman Paulk moved that the Commission approve the reallocation of Internal Audit, Revenue Unit Manager I to Internal Audit, Revenue Unit Manager II. Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
6. Commissioners discussed additional resources for the Office of the Administrative Law Judges.
7. Secretary-Member Prater moved that the Commission resolve into Executive Session for the purpose of discussing confidential taxpayer matters and proceedings. Vice-Chairman Paulk 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).

8. Chairman Wood moved that the Commission approve the Equalization/Excise Board appointment of Michael Heath Hairrell, Pushmataha County. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

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