

OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES
June 6, 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 June 5, 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.

GUESTS: Kiersten Hamill

2. READING OF MINUTES - Secretary-Member Prater moved that the Commission approve the minutes of the regular commission meeting on May 23, 2023. Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, abstain; Secretary-Member, aye. The motion was declared adopted.
3. The Executive Director reported on:
 - 2024 Budget (draft)
 - FTA Meeting next week
 - Human Resources and Digital Communications & Marketing Directors
 - Roadshows
4. Vice-Chairman Paulk moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated June 6, 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. 6950013628, FY24 renewal to provide postage for the agency to mail reports, returns, etc. to taxpayers, \$2,308,000.00.
 - Purchase Requisition No. 6950013660, Renew lease of 38,550 NUSF office warehouse space located at 511 NE 31st Street, OKC for FY24, \$212,025.12.
 - Purchase Requisition No. 6950013661, Renew Worker's Compensation Insurance for OTC for FY24, \$142,959.00.
 - Purchase Requisition No. 6950013662, FY24 renewal of reimbursement of benefits paid to the Employment Security Commission, \$76,000.00.
 - Purchase Requisition No. 6950013663, FY24 shredding of confidential documents in compliance with IRS guidelines, \$40,000.00.
 - Purchase Requisition No. 6950013665, FY24 membership in the Streamlined Sales and Use Tax Agreement, \$37,707.32.
 - Purchase Requisition No. 6950013666, Renew FICA Savings Billing for FY24, \$60,000.00.
 - Purchase Requisition No. 6950013667, Renew Risk Management and other insurance payments for FY24, \$127,135.35.
 - Purchase Requisition No. 6950013669, FY24 renewal for auditing services provided by the State Auditor and Inspector per H.B. 1004 - Section 41, \$250,000.00.
 - Purchase Requisition No. 6950013670, Renew Multistate Tax Commission - Nexus Program (mtc.gov) for FY24, \$25,628.00.

- Purchase Requisition No. 6950013671, FY24 renewal of Strata Tower association dues, \$1,119,852.00.
- Purchase Requisition No. 6950013672, FY24 renewal of vehicles leased from OMES Fleet Management, \$27,874.00.
- Purchase Requisition No. 6950013688, FY24 authority order Pcard purchases - standard purchase and supplies, \$75,000.00.
- Purchase Requisition No. 6950013690, Renew Authority Order to pay for Airfare and Lodging for FY24, \$140,000.00.
- Purchase Requisition No. 6950013693, FY24 Renewal of Authority Order for IT Supplies and Telecommunications purchases with P-Card, \$61,000.00.
- Purchase Requisition No. 6950013696, Renew Contract between University of Oklahoma and Oklahoma Tax Commission for FY24, \$313,558.00.
- Purchase Requisition No. 6950013711, Migration to upgraded servers - Upgrade Windows OS and SQL Database Management System to Windows Server 2022 and SQL Server 2019, \$60,200.00.
- Purchase Requisition No. 6950013712, Renew Legal Research for FY24, \$66,624.00.

5. 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).

6. There was no new business.

7. The meeting was adjourned.

APPROVED:


Assistant Secretary


Mark A. Wood, Chairman


Shelly Paulk, Vice-Chairman


Charles T. Prater, Secretary-Member