

**OKLAHOMA TAX COMMISSION SPECIAL MEETING MINUTES**  
**August 3, 2023**

1. The special meeting of the Oklahoma Tax Commission convened at 1:00 p.m. on the above date. Notice of said meeting was posted on July 20, 2023; and the agenda therefor was posted from and after 1:00 p.m. on August 1, 2023. Chairman Wood declared the presence of a quorum.

Persons in attendance: Chairman Wood, Vice-Chairman Paulk, Secretary-Member Prater and Sierra Pfeiffer, Counsel to the Commissioners

2. Vice-Chairman moved that the Commission resolve into Executive Session for the purpose of discussing employment, hiring, appointment, promotion, demotion, disciplining or resignation of individual employees. 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).


3. Chairman Wood moved that the Commission extend an offer of employment to Sharon Sitzman for the temporary position of Administrative Law Judge with a salary of \$60.00 per hour (not to exceed 999 hours per 12 month period). Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
4. Chairman Wood moved that the Commission approve a salary increase to \$125,000.00, retroactive to April 1, 2023, for Counsel to the Commissioners, Sierra Pfeiffer. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
5. Chairman Wood moved that the Commission approve a salary increase to \$112,000.00, effective on August 1, 2023, for Administrative Law Judge, Audrey Farnum. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
6. The meeting was adjourned.

APPROVED:

  
Assistant Secretary

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Mark A. Wood, Chairman

  
Shelly Paulk, Vice-Chairman

  
Charles T. Prater, Secretary-Member