

OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES
October 31, 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 October 30, 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.

Guests: Will Milam, Governor's Office

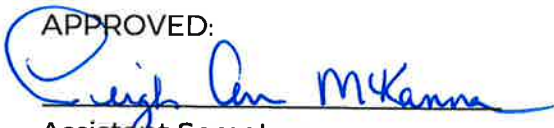
2. **READING OF MINUTES** - Vice-Chairman Paulk moved that the Commission approve the minutes of the regular commission meeting on October 24, 2023. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. Secretary-Member Prater moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated October 31, 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:
 - Parental Choice Tax Credit
 - Town Halls
 - New Business Operations Director
 - Deputy Executive Director Position
 - Employee Survey
 - Market Salary Adjustments
5. 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).

6. Chairman Wood moved that the Commission approve a salary increase, effective November 1, 2023, for the Executive Legal Secretaries to the Administrative Law Judges, Audra Minton and Benjamin Smith. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye. Secretary-Member, aye. The motion was declared adopted.
7. Chairman Wood moved that the Commission approve a salary increase, effective November 1, 2023, for the Executive Secretaries to the Commissioners, Laura Moore and Leigh Ann McKanna. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

- 8. Chairman Wood moved that the Commission approve a salary increase, effective November 1, 2023, for Administrative Law Judge II, Alecia George. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
- 9. Chairman Wood moved that the Commission approve a salary increase, effective November 1, 2023, for Administrative Law Judge II, Ernest Short. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
- 10. Chairman Wood moved that the Commission approve a salary increase, effective November 1, 2023, for Administrative Law Judge III, Linda Ruschenberg. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
- 11. Chairman Wood moved that the Commission approve a salary increase, retroactive to July 1, 2023, for Executive Director, Doug Linehan. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
- 12. There was no new business.
- 13. The meeting was adjourned.

APPROVED:


Assistant Secretary


Mark A. Wood, Chairman

Shelly Paulk, Vice-Chairman


Charles T. Prater, Secretary-Member