

OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES
July 30, 2024

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, 2023; and the agenda therefor was posted from and after 1:30 p.m. on July 29, 2024. 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 and Elizabeth Field, General Counsel.

Guest: Joe Gappa, Kyle Coatney and John Cottengim

2. **READING OF MINUTES** – Vice-Chairman Paulk moved that the Commission approve the minutes of the regular commission meeting on July 23, 2024. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. Vice-Chairman Paulk moved that the Commission approve the notification to Cabinet Secretary for the proposed agency expenses dated July 30, 2024. Secretary-Member Prater seconded the motion. Chairman, abstain; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
4. Chairman Wood moved that the Commission approve the Designation of the Director of the Income Tax Accounts Division for the purpose of granting waivers of interest and penalties related to the reporting of gross production tax for certain periods. Secretary-Member Prater seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
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. Secretary-Member Prater moved that the Commission reconvene into Open Session. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
7. Vice-Chairman Paulk moved that the Commission approve a salary increase, effective August 1, 2024, for Administrative Law Judge I, Lisa Bays. Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
8. Vice-Chairman Paulk moved that the Commission approve a salary increase, effective August 1, 2024, for Administrative Law Judge I, Megan Holden. Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
9. Vice-Chairman Paulk moved that the Commission approve a salary increase, effective August 1, 2024, for Administrative Law Judge I, Audrey Farnum. Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
10. Vice-Chairman Paulk moved that the Commission approve an hourly pay increase, effective August 1, 2024, for Administrative Law Judge, Sharon Sitzman. Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
11. Vice-Chairman Paulk moved that the Commission approve a salary increase, effective April 1, 2024, for Counsel to the Commissioners, Sierra Pfeiffer. Chairman Wood 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