

**OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES**  
**October 15, 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 October 14, 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; Elizabeth Field, General Counsel and Doug Linehan, Executive Director.

Guests: Marie Schuble, Joe Gappa, Corey Jager and Fera Terrell.

2. READING OF MINUTES - Vice-Chairman Paulk moved that the Commission approve the minutes of the regular commission meeting on October 1, 2024. Secretary-Member Prater seconded the motion. Chairman, abstain; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. READING OF MINUTES - Secretary-Member Prater moved that the Commission approve the minutes of the regular commission meeting on October 8, 2024. Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, abstain; Secretary-Member, aye. The motion was declared adopted.
4. The Executive Director reported on:
  - MSATA 2024/2025 - Update
  - October Employee Town Hall
  - Taxpayer Resource Center Optimization - Update
  - Agency-Wide Customer Service Training Program
  - Annual Employee Engagement Survey
5. Vice-Chairman Paulk moved that the Commission move forward with the administrative rule process regarding the proposed administrative rule changes to Title 710, Chapters 1, 20, 25, 45, 50, 55, 65, 70, 85 and 95. Chairman Wood seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
6. Secretary-Member Prater moved that the Commission approve the Memorandum of Understanding with the Department of Environmental Quality specifying OTC and DEQ responsibilities related to the Emission Reduction Act. 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 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).

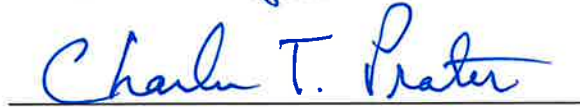
- 8. Secretary-Member Prater moved that the Commission reconvene into Open Session. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
- 9. There was no new business.
- 10. The meeting was adjourned.

APPROVED:

  
Assistant Secretary

  
Mark A. Wood, Chairman

  
Shelly Paulk, Vice Chairman

  
Charles T. Prater, Secretary-Member