

OKLAHOMA TAX COMMISSION REGULAR MEETING MINUTES
August 19, 2025

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 10, 2024; and the agenda therefor was posted from and after 1:30 p.m. on August 18, 2025. Chairman Wood declared the presence of a quorum.

Persons in attendance: Chairman Wood, Vice-Chairman Paulk, Secretary-Member Taylor, Sierra Pfeiffer, Counsel to the Commissioners and Elizabeth Field, General Counsel.

2. READING OF MINUTES - Secretary-Member Taylor moved that the Commission approve the minutes of the regular commission meeting on August 12, 2025. Vice-Chairman Paulk seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.
3. Vice-Chairman Paulk moved that the Commission resolve into Executive Session to consider confidential taxpayer matters and proceedings, pending investigation, claims or litigation and the employment, hiring, promotion, demotion, disciplining or resignation of individual employees. Executive Session authorized by 25 O.S. § 307 (B)(1)(4) and (7). Secretary-Member Taylor 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)(1)(4)(7), (E)(3), and 51 O.S. § 24A.5(1)(b).


4. Secretary-Member Taylor 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.
5. Chairman Wood moved that the Commission approve a salary adjustment, effective April 1, 2025, for Counsel to the Commissioners. Secretary-Member Taylor seconded the motion. Chairman, aye; Vice-Chairman, aye; Secretary-Member, aye. The motion was declared adopted.

6. Chairman Wood moved that the Commission approve a salary adjustment, effective September 1, 2025, for Senior Administrative Law Judge. 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 adjustment, effective August 1, 2025, for Administrative Law Judge Holden. Secretary-Member Taylor 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 adjustment, effective August 1, 2025, for Director of Internal Audit. 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


Zack Taylor, Secretary-Member