

**Occupational Information Development Advisory Panel  
Teleconference Meeting Minutes**

*November 17, 2010*

This document contains the minutes for the teleconference meeting of the Occupational Information Development Advisory Panel (Panel or OIDAP). This discretionary Panel, established under the Federal Advisory Committee Act of 1972, as amended (hereinafter referred to as FACA), will report to the Commissioner of the Social Security. The Panel will provide independent advice and recommendations on plans and activities to create an occupational information system (OIS) tailored specifically for the adjudicative process of SSA's disability programs. Specific areas include medical and vocational analysis of disability claims; occupational analysis, including definitions, ratings, capture of physical and mental/cognitive demands of work, and other occupational information critical to SSA's disability programs; data collection; use of occupational information in SSA's disability programs; and other related area(s).

**Panel Members Present:**

Mary Barros-Bailey, Ph.D., Chair  
Shanan Gwaltney Gibson, Ph.D.  
Thomas A. Hardy, J.D.  
Janine S. Holloman  
H. Allan Hunt, Ph.D.  
Sylvia E. Karman  
Deborah E. Lechner  
Abigail T. Panter, Ph.D.  
David J. Schretlen, Ph.D.

**Call to Order:**

Debra Tidwell-Peters, Designated Federal Officer, called the meeting to order, took a roll call to confirm a quorum of members, and turned the meeting over to the Panel Chair, Dr. Mary Barros-Bailey.

**Welcome, Review of Agenda, and OIDAP Chair's Report**

**Mary Barros-Bailey, Ph.D., *OIDAP Chair***

Dr. Barros-Bailey gave a brief introduction and reminder to the Panel members and public audience of the Panel's role--that it is advisory, independent, transparent, and open. Dr. Barros-Bailey announced that Dr. Mark Wilson has resigned from OIDAP. Dr. Allan Hunt has accepted her request to take over the leadership of the Research Subcommittee as its new chair. Dr. Barros-Bailey reviewed the agenda and provided the Chair's report.

Dr. Barros-Bailey stated that the meeting, scheduled for October 29 with the Commissioner was postponed until December 7. She also stated that the Panel will be engaging in a strategic planning process with SSA during a fact-finding session in Baltimore in December and will probably engage in more formal strategic planning at the March quarterly meeting. Finally, she asked that all Panel members reply to Ms. Tidwell-Peters regarding the proposed 2011 Panel meeting dates.

### **Project Director's Report**

#### **Sylvia E. Karman, *OIDAP Member and Director, Occupational Information Development Project***

Ms. Karman provided an update and status on project activities since the September teleconference meeting. She stated that SSA established the Office of Vocational Resources Development (OVRD) to conduct research and development of SSA's OIS. This unit has two branches, one dedicated to research, design, and development and another to program integration.

Ms. Karman reported that SSA is in the process of completing its quality reviews of initial level cases for the Occupational Medical-Vocational Claims Review Study. When those reviews are complete, staff will conduct an analysis of the full initial level sample and report the results. SSA is finalizing the data collection instrument for review of the hearings level sample of cases. Ms. Karman anticipates pilot testing the instrument in December and beginning review of over 1100 hearings-level cases in January. Ms. Karman also reported that OVRD has completed an initial draft of the OIS Research and Development Plan and that it is currently undergoing internal review. OVRD is also developing a draft methodology for the development of the content model. Finally, Ms. Karman reported that SSA awarded a blanket purchase agreement to ICF, Inc., in September for services to provide research on methodologies for conducting job analysis and an overview of processes for training, recruiting, and certifying job analysts. ICF will deliver draft reports in March and June.

Dr. Hunt asked whether Ms. Karman has leadership in mind for the two branches of OVRD and whether she will staff them from existing staff on the project. Ms. Karman clarified that there are two individuals from current staff serving in those roles on an interim basis, but she has not posted for the jobs yet. Mr. Hardy asked whether any reports have been received from ICF, and Ms. Karman answered that the staff has met with ICF but has not received any preliminary work. Dr. Hunt asked what type of experience ICF has with job analysis, and Ms. Karman explained that they have a number of individuals on their team with a background in I/O Psychology and work analysis.

### **Research Subcommittee Chair Report**

#### **H. Allan Hunt, Ph.D., *Subcommittee Chair***

Dr. Hunt expressed his opinion that the Research Subcommittee can best contribute by providing advice on proposed research projects, particularly specific input early in the process. He plans to

work to establish better communication and coordination between the Panel and SSA staff on research issues.

### **User Needs and Relations Subcommittee (U&R) Report**

#### **Mary Barros-Bailey, Ph.D., *OIDAP Chair***

Dr. Barros-Bailey reported that the UN&R Subcommittee met three times since the last quarterly meeting. They completed the summary report of the public comment for the content model and classification recommendation report. She will deliver the report to the Commissioner on December 7.

Dr. Barros-Bailey also reported that the Subcommittee is considering how to handle public comments and is considering whether to post them to the website. The Subcommittee is also considering adding a frequently asked questions (FAQ) page to the OIDAP website.

Dr. Barros-Bailey reported that the Subcommittee will collaborate with OVRD to determine how to work together to engage the public and meet the need for transparency and accountability.

### **Panel Discussion and Deliberation on the OIDAP Proposed Recommendation to SSA on OIS Development Planning**

#### **Shanan Gwaltney Gibson, Ph.D., *UN&R Subcommittee Member***

Dr. Gibson read the proposed OIDAP recommendation--that SSA develop a project plan, timeline, and research plan, and allow the Panel and public to review the drafts. She reported that three public comments were received in response to the Federal Register request for comments. Individuals may view these comments at [www.regulations.gov](http://www.regulations.gov). Dr. Gibson reported that one comment was moderately unrelated to the recommendation, another was supportive, and the third gave advice regarding where to look as the project plan is being developed.

Dr. Hunt asked whether the Panel should respond to a comment from the California Employment Development Department which asked for a response from the Panel. Dr. Barros-Bailey suggested that the User Needs and Relations Subcommittee should consider the issue of how to handle the comment and consider including a FAQ on the OIDAP website to address the question. Mr. Hardy suggested that it could be problematic to respond to some input and not to others.

Ms. Tidwell-Peters polled the members on the draft proposed recommendation, and it passed unanimously. This is the eighth recommendation from the OIDAP to SSA.

### **Panel Discussion and Deliberation on Minutes**

Dr. Barros-Bailey asked for discussion regarding the minutes from the September 2010 Quarterly Meeting. Mr. Hardy stated that he sent some minor changes. Ms. Tidwell-Peters polled the members on the minutes, and they were approved.

Dr. Barros-Bailey asked for discussion regarding the minutes from the teleconference held on September 29. Dr. Barros-Bailey asked for a modification to add Dr. Gunnar Andersson to the list of “Panel members present.” Ms. Tidwell-Peters polled the members on the minutes and they were approved with modification.

The meeting adjourned at 10:44 a.m. (EDT).

**Certification:**

I, Debra Tidwell-Peters, Designated Federal Officer for the Occupational Development Advisory Panel, hereby certify that the above minutes accurately describe the discussion and deliberation during the teleconference meeting of the Panel held on November 17, 2010.

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Debra Tidwell-Peters  
Designated Federal Officer