

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

*December 3, 2009*

This document contains the minutes for the teleconference meeting of the Occupational Information Development Advisory Panel (the "Panel"). This discretionary Panel, established under the Federal Advisory Committee Act of 1972, as amended (hereinafter referred to as "the FACA"), will report to the Commissioner of the Social Security ("Commissioner"). The Panel will provide independent advice and recommendations on plans and activities to replace the Dictionary of Occupational Titles used in the Social Security Administration's (SSA) disability determination process. The Panel will advise the agency on creating an occupational information system tailored specifically for SSA's disability programs and adjudicative needs. The Panel will provide advice and recommendations related to the SSA's disability programs in the following areas: medical and vocational analysis of disability claims; occupational analysis, including definitions, ratings, and 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 any other area(s) that would enable SSA to develop an occupational information system suited to its disability programs and improve the medical-vocational adjudication policies and processes.

### **Panel Members Present:**

Gunnar B. J. Anderson, Ph.D.  
Mary Barros-Bailey, Ph.D., *Panel Chair*  
Robert T. Fraser, Ph.D.  
Shanan Gwaltney-Gibson, Ph.D.  
Thomas A. Hardy, J.D.  
Sylvia E. Karman  
Lynnae M. Ruttledge  
David J. Schretlen, Ph.D.  
Nancy G. Shor, J.D.  
Mark A. Wilson, Ph.D.

### **Call to Order:**

Debra Tidwell-Peters, the Designated Federal Officer, called the meeting to order and recognized the Panel Chair, Dr. Mary Barros-Bailey.

## **Review of Agenda**

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

Dr. Barros-Bailey thanked all of the meeting participants for their attendance and acknowledged that the week of December 7, 2009, marked the one-year anniversary of the establishment of the OIDAP. Dr. Barros-Bailey reviewed the agenda for the teleconference meeting and discussed the status of the Panel's progress by summarizing activities that have occurred since the last Quarterly meeting.

Ms. Karman, OIDAP member and SSA OID Project Director, provided an update of ongoing activities. Ms. Karman requested that interested listeners send comments on the Panel's report to the Panel's email or website address. In addition, Ms. Karman discussed the status of the short-term project, the Occupational Medical Vocational Study, and the International Occupational Classification Study. Upon Ms. Karman's conclusion, Ms. Shor requested a copy of the document submitted to OMB for the Panel.

Dr. Barros-Bailey reviewed the Panel's continuing activities including the OIDAP work plan and the restructuring of the subcommittees.

## **User Needs and Relations (Communications) Subcommittee**

### **Nancy Shor, J. D., *Subcommittee Chair***

Ms. Shor discussed the role of the User Needs & Relations (Communications) Subcommittee and introduced its members. Ms. Shor suggested that the Panel create fact sheets as an effective way to decipher the Ralph document for those intimidated by its length. Ms. Shor also suggested the development of a survey which addressed Panel members' wishes regarding the formatting of comments and recommendations received by the Panel. Dr. Schretlen raised a question for Ms. Shor regarding whether or not the User Needs & Relations (Communications) Subcommittee will speak on the behalf of the Panel or if it will incorporate feedback from the other members. Ms. Shor addressed the question by stating the subcommittee will primarily address general questions. It will then forward the more specific questions to the respective subcommittee chair. Dr. Schretlen suggested that questions will arise that should be presented to the full Panel for deliberation or discussion.

## **Research Subcommittee**

### **Sylvia Karman, *Subcommittee Chair***

Ms. Karman introduced the members of the subcommittee and discussed its primary goals that include the development of a cross-specialty focus, examination of the initial Agency plan, a

presentation of the 2010 and 2011 draft project plan, and the immediate preparation and assessment of relevant information that would be useful to the Panel. Ms. Karman discussed the importance of interaction between the User Needs and Relations (Communications) Subcommittee and the Research Subcommittee as they embark on the creation, and maintenance, of the Occupational Information System. Ms. Karman raised the possible need for ad hoc work groups or subcommittees to address specific issues when necessary. Ms. Karman discussed the general composition of the Panel, stating that SSA is currently in the process of locating a new member with expertise in the labor market.

## **Review of January and March Agenda**

### **Sylvia Karman, *Panel Member***

Ms. Karman stated that the January Quarterly Meeting would occur simultaneously with the public comment period. We will invite user organizations to this meeting in order to ensure their active participation in the process. Ms. Karman envisioned that the transition to March would include the finalization of the work plan proposals, a collection of the formal public comment recommendations, and sessions on professional development as the Panel shifts into a more technical phase. Dr. Barros-Bailey reiterated that the Panel was always open to comment and feedback even though we are ending the formal comment and feedback on February 15. Dr. Barros-Bailey summarized the main objectives for the March meeting. Ms. Shor raised a question regarding the appropriate time to send request(s) to provide public comment. Ms. Tidwell-Peters responded that individuals should send requests to provide comment after publication of the meeting notice in the Federal Register.

## **Administrative Business**

### **Mary Barros-Bailey, *Panel Chair***

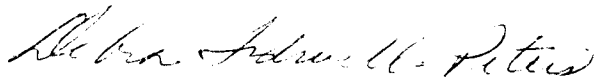
Dr. Barros-Bailey accepted a motion from the Panel to accept the minutes from the September Quarterly Meeting. Ms. Karman moved to accept the minutes. Ms. Rutledge seconded the motion; the Panel voted and approved the minutes. Dr. Barros-Bailey concluded by reminding members of the dates for the January meeting and reminded the audience of the closing date for comment on the Panel's report, February 15, 2010.

## **Meeting Adjournment:**

The Chair adjourned the Quarterly Meeting at 3:07 p.m. (EST).

**Certification**

I, Debra Tidwell-Peters, Designated Federal Officer for the Occupational Information Development Advisory Panel, hereby certify that the above minutes accurately describe the Teleconference Meeting of the Panel held on December 3, 2009.



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Debra Tidwell-Peters  
Designated Federal Officer