

## **OCCUPATIONAL INFORMATION DEVELOPMENT ADVISORY PANEL**

### **Minutes of Quarterly Teleconference Meeting**

Meeting Date: July 27, 2011

This document contains the minutes for the quarterly 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 create an occupational information system tailored specifically for SSA's disability programs and adjudicative needs.

#### **Call to order:**

The Designated Federal Officer, Leola Brooks, convened the meeting at 12:00 p.m. EDT and turned over the proceedings to Dr. Mary Barros-Bailey, Panel Chair, presiding.

#### **Members in attendance:**

Mary Barros-Bailey, Ph.D., Chair  
John W. Creswell, Ph.D.  
Robert T. Fraser, M.D.  
Pamela L. Frugoli  
Shanan Gwaltney Gibson, Ph.D.  
Thomas A. Hardy, J.D.  
Janine S. Holloman  
H. Allan Hunt, Ph.D.  
Timothy J. Key, M.D., M.P.H.  
Abigail T. Panter, Ph.D.  
Juan I. Sanchez, Ph.D.  
David J. Schretlen, Ph.D.  
Honorable Andrew E. Wakshul

#### **Members not in attendance:**

Deborah E. Lechner

#### **Chair's Opening Remarks**

Dr. Mary Barros-Bailey welcomed the members and reviewed the agenda ([http://www.ssa.gov/oidap/meeting\\_information.htm](http://www.ssa.gov/oidap/meeting_information.htm)). She introduced two new Panel members: the Honorable Andrew E. Wakshul and Pamela L. Frugoli. The number of Panel members has increased to 14.

Dr. Barros-Bailey reported on Recommendation Number 8, which the Panel unanimously passed on November 19, 2010. She stressed the importance of anchoring the meeting on this recommendation and applauded SSA for taking the recommendation to heart and developing the first draft of the plan. Recommendation Number 8 is available at <http://www.ssa.gov/oidap/Documents/FINAL--OIDAP%20Recommendation%208--November%202010.pdf>.

She further announced the reorganization of the Panel into four main standing subcommittees: Job Analysts, Sampling, Taxonomy and Instrumentation, and User Needs and Relations.

For more detail regarding the presentation, see the [transcript](#).

### **OVRD Director's Report**

Sylvia Karman, Director of Office of Vocational Resources Development (OVRD), thanked the Chair and welcomed the Panel members. She reported that OVRD completed the 2011 OIS Research and Development (R&D) plan, which is available on the website at <http://www.socialsecurity.gov/disabilityresearch/documents/FINAL%20POSTED%20VERSION--2011%2007%2025%20OIS%20RD%20Plan.pdf>

Ms. Karman mentioned that OVRD reported on the R&D plan at the May 2011 Panel meeting. The plan is intended to be a living document. Input received from the Panel today and in the future, as well as from the public, will inform the fiscal year 2012 version. OVRD intends to update the plan at least once annually.

Ms. Karman gave an update on baseline activities, including investigation of domestic OISs, the Occupational Medical-Vocational Study, and blanket purchase agreements. She also reported the three areas of standards for the OIS: legal, scientific, and usability.

Ms. Karman reported on the OIS design elements and the development of the work taxonomy. She also reported on three important areas not reflected in the R&D plan. These included posting a job announcement in June and July for a senior research psychologist; engaging industrial organizational consultant services with contract awards given to Dr. Frederick Morgensen and Dr. Robert J. Harvey; and, developing an OIS project website.

Ms. Karman presented an overview of the 2011 R&D plan and mentioned that the intended audience for the plan is individuals who monitor and watch what the agency is doing in general with its Strategic plan initiative. OVRD will complete the final draft of the plan in July 2011. For more detail regarding the presentation and discussion, see the [transcript](#).

Ms. Karman answered [questions](#) from the Panel on the following topics:

- Timeline for data collection
- Comprehensiveness of title taxonomy
- Comparing the old and new process
- Occupational Medical-Vocational Study
- R&D sequencing

- Topics to be addressed by the new consultants (Morgensen and Harvey)
- Distinguishing between an occupational information system and an occupational classification system
- Usability and users needs analysis
- OIS design element
- OIS development workgroup

### **Administrative Meeting**

Dr. Mary Barros-Bailey moved to the next agenda item, the administrative meeting, which addressed two areas. The first involved corrections to the minutes of the May 2011 meeting. Dr. Barros-Bailey requested the minutes be compiled and completed within 45 days following the meeting to allow for sufficient time for review. It is important that the minutes are recorded accurately and consistently throughout the process.

Mr. Hardy indicated that he had sent corrections to the minutes, and Ms. Frugoli said that she planned to send corrections. The Panel will vote on the corrected minutes from the May meeting and the minutes from the July meeting the next meeting in September.

The second area of the administrative meeting is the Operating Procedures. Dr. Barros-Bailey reported two substantial changes. The first is to add electronic meetings, such as this teleconference meeting, to the operating instructions. The Panel had no questions when asked about this change.

The second area addressed absentee voting. Dr. Hunt had mentioned at the previous meeting the need for reviewing absentee voting. Dr. Barros-Bailey indicated at the time that she would look at the issue and make a recommendation. She reported that the current absentee voting process permits voting before a meeting. However, Robert's Rules recommends against such voting because one cannot vote on the concept, only the actual motion. Dr. Barros-Bailey recommended eliminating absentee voting before a meeting because the Panel can only deliberate in an open forum. If a member is not able to attend a meeting face to face or telephonically, and there is a vote at the meeting, the absentee member may, consistent with the current Operating Procedures, submit a statement of consent or dissent to the Chair within 5 days of the vote. The Panel's vote, however, does not change.

Dr. Hunt indicated approval of the change. Hearing no further comments, changes, or additions from the Panel, Dr. Barros-Bailey approved the Operating Procedures as printed.

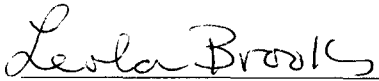
For more detail regarding the presentation and discussion, see the [transcript](#).

Dr. Barros-Bailey turned the meeting over to Leola Brooks, the Designated Federal Officer, adjourned the meeting until the next Panel meeting in September 2011.

Adjournment: The meeting adjourned at 1:41 p m. EDT.

**Certification:**

I, Leola Brooks, Designated Federal Officer for the Occupational Development Advisory Panel, hereby certify that the above minutes accurately describe the Quarterly Meeting of the Panel held telephonically on July 27, 2011.

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Leola Brooks

Designated Federal Officer