ECONOMIC RECOVERY COMMITTEE

Project Plan

MAY 15, 2020
OFFICE OF POLICY INNOVATION AND THE FUTURE
Contents

Economic Recovery Committee Overview ..................................2
Timeline and Deliverables.........................................................3
Economic Recovery Subcommittee Tasks......................................4
Public Access & FOAA...............................................................6
Ground Rules.............................................................................7
Committee Staff.........................................................................8
Public Input & Feedback............................................................9

Appendix A: ERC Subcommittees................................................10
Appendix B: Recommendations Template....................................12
Appendix C: Meeting Notes Template..........................................13
Economic Recovery Committee Overview

In the wake of COVID-19 pandemic, the Governor’s Economic Recovery Committee (ERC) is engaging economic experts and industry representatives from across Maine to develop specific policy recommendations to stabilize the state’s economy and build a bridge to future prosperity.

The ERC is comprised of 40 members, co-chaired by Laurie Lachance, former Maine State Economist and President of Thomas College in Waterville, and Josh Broder, CEO of Tilson. The Committee includes representatives of small businesses, non-profits, financial institutions, unions, municipalities, tribal and immigrant communities, hospitality and tourism industries, and educational institutions as well as a bipartisan delegation of legislative designees.

Based on the framework of the state’s 10-year Economic Plan, the Committee’s work will focus on two strategies regarding Maine’s economic recovery, bridging the gap between “re-opening” and the State’s 10-Year Economic Development Strategy.

Stabilize and Support

This strategy will consider what resources, policies and supports the different sectors of Maine’s economy will need to survive the COVID-19 crisis, how they can be well positioned to compete for federal stimulus funds, and what immediate challenges around workforce, regulation, infrastructure or other economic issues should be addressed.

Sustain and Grow

This strategy will consider how to bridge the COVID-19 economic crisis to Maine’s 10-year economic plan, prepare Maine’s economy to thrive, and evaluate what actions are needed to remove barriers and seize opportunities to grow the state’s workforce, improve its regulatory environment, and support key infrastructure and innovation initiatives.

Six broad sectors of the economy will be highlighted by the committee’s work. For each sector, working groups will consider the following questions:

- What is the status of the industry right now?
- What (if anything) does this sector need to endure the current crisis?
- How do we prepare this sector to thrive as envisioned by state’s 10-year Economic Development Strategy?

The committee does not have a mandate to advise on public health actions. When discussing strategies for Maine’s economy, the committee will take into consideration a range of possible scenarios around opening of businesses and the COVID-19 situation in Maine.
Timeline and Deliverables

The Committee’s work will come in two parts, recognizing that sectors may work on different timelines, depending on their assessments.

- An initial report by July 15, 2020, for stabilization and support recommendations in response to the current economic emergency.
- A final report by Dec. 1, 2020, for sustainability and growth recommendations that bridge the COVID-19 response to the State’s 10-year economic development strategy released last year.

The Committee may also continue to meet after delivering its final report if requested by the Governor.

The ERC is scheduled to convene Fridays from 8 a.m. to 9 a.m., from May 15-July 10. Further scheduling is to be determined. ERC meetings may feature presentations by invited experts to create a shared understanding and sense of purpose and inform the committee’s work to fulfill its charge.

Each Committee member will be assigned to one of six subcommittees. Each subcommittee has an appointed chair and two staff: a lead staff member and a subject matter expert. They will hold regular meetings. For subcommittee assignments, please see appendix A.
Economic Recovery Subcommittee Tasks

Assess, Stabilize and Support (through July 15)

ACCESS CURRENT CRISIS

Task 1. Assess Current Crisis

- What is the status of each sector right now?
- Who should your committee hear from?
- What kind of data is needed to make decisions?
- What other information do you need to make a complete assessment?
- What does each sector need right now to endure the current crisis?

Task 2. Assess 10-year Economic Plan

- What strategies and actions in Maine’s 10-year Economic Plan are relevant to the subcommittee’s sectors and should be reviewed by the subcommittee?
- How are action items in the plan affected by the COVID-19 pandemic?
- Which action items need to be adjusted?

Task 3. Consider and Prioritize Barriers and Identify Opportunities

- What barriers and opportunities should be addressed in the following areas?
  - Workforce
  - Regulatory
  - Infrastructure
  - Stimulus/Investment
  - Innovation

Task 4. Determine Actions

- Are there actions to be recommended by July 15?
- If so, how should they be prioritized?
  - Effectiveness
  - Feasibility
  - Cost to implement
  - Time to implement
- How does potential federal stimulus affect these priorities?

STABILIZE AND SUPPORT

Task 1: Stabilization & Support Recommendations
• What does the industry need to stabilize?
• What supports are necessary to remain stable?
• What recommendations can we make to state government?

**Task 2: Draft Report**

By July 8, each subcommittee must deliver to committee co-chairs a report that is no more than 5 pages that summarizes each task listed above and presents a set of prioritized policy recommendations. A template for recommendations can be found in appendix B.

**Recommendations to the Governor:** The complete set of recommendations to stabilize and support Maine’s economy in response to the ongoing COVID-19 pandemic are due to the Governor on July 15.

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*Sustain and Grow (July 15-December 1)*

**SUSTAIN AND GROW**

**Task 1. Sustain and Grow Recommendations**

• What does Maine need to realize its 10-year plan?
• What new opportunities or challenges exist that were not envisioned in that plan?
• What recommendations can we make to state government?

**Task 2: Draft Report**

By TBD, each subcommittee must deliver to committee co-chairs a report that that summarizes each task listed above and presents a set of prioritized policy recommendations.

**Recommendations to the Governor:** The complete set of recommendation to sustain and grow Maine’s economy in response to the ongoing COVID-19 pandemic are due to the Governor on December 1.
Public Access & FOAA

The meetings of the Governor’s Economic Recovery Committee are open to the public under Maine’s Freedom of Access Act (FOAA).

How will the public be notified about meetings, agendas, meeting minutes, etc.? Public notice of Committee and Subcommittee meetings will be posted on the Maine.gov Public Meetings calendar—Public Notice Page and the committee website: https://www.maine.gov/future/initiatives/economy/economic-recovery-committee

What are considered public records? Working papers of members and staff of the Committee and the subcommittees are subject to a unique provision under FOAA (1 M.R.S. s 402(3)(J)) that designates such records as confidential unless they are distributed by a member or shared at a public meeting. As a practical matter this means that members are not required to disclose their personal working papers pursuant to a public records request, but may disclose or distribute such records if they wish.

If you have a maine.gov email account or State phone: please use these to do Committee work and not your personal email or phone. This will facilitate responding to any public records request that may be filed.

How we track the public records of this Committee: Subcommittees will be using a Microsoft Teams site to share and collaborate on documents, including meeting agendas, minutes, drafts, etc. Note that sharing documents in this fashion will be considered “distribution” within the meaning of FOAA, and therefore such records will be subject to public disclosure.

How to respond to requests for documents or emails from the public? Forward the request to Maria Povec (maria.povec@maine.gov) immediately. She will manage the process of responding to the request.

Legally, we need to acknowledge receipt of formal Freedom of Access Act requests within 5 working days, so please keep an eye on your email inbox!
Economic Recovery Committee Ground Rules

1. Come prepared and be present.
2. Everyone participates.
3. Listen respectfully and with an open mind.
4. Stay on point and on time.
5. Have one conversation.
7. Work toward consensus decisions. This means all views should be heard and concerns addressed.
Committee Staff

The Governor’s Office of Policy Innovation and the Future is the lead agency coordinating the Committee. From GOPIF, Senior Policy Analyst Maria Povec leads the Committee’s operations and logistics; Deputy Director Anthony Ronzio leads communications and public relations.

Each subcommittee will have a Lead Staffer and a Policy Expert recruited from inside and outside state government, as well as logistical staff support and other expert input from various sources as needed.

**Lead Staff Expectations:** Manage all affairs of the committee and support chairs to meet schedules and deliverables. This includes conducting research, gathering data for committees, managing meetings via Zoom, working with policy experts and subcommittee chair to develop meeting agendas, presentations, and information sharing. Ensure meeting minutes are distributed, and that meeting dates/times are properly noticed to public. Save agenda, meeting handouts and meeting minutes in Teams Site. Lead staff will play a role in writing up the committee’s recommendations.

**Policy Expert Staff Expectations:** Provide working group with research and data to inform their recommendations. Policy expert staff will work with the support staff and working group chair to develop weekly agendas and meeting handouts. Policy experts will ideally assist in writing up the committee’s recommendations.

The Committee and subcommittees will be operating in a fluid context with a limited timeframe, so we expect the role to be dynamic. Thank you in advance to all committee staff.
Public Input and Feedback

The Committee and subcommittees are encouraged to seek input from a variety of sources to fulfill their charge. Committee and subcommittee staff will work to secure expert presentations, guest speakers, informational resources, or other materials at the direction of their chairs.

All meetings of the Committee and the subcommittees are open to the public, but do not afford opportunities for public comment. The public is encouraged to comment via this online portal. Submissions can be targeted by topic area and will be sent to the relevant subcommittees.

In addition, members of the public who wish to contact the Committee staff may email EconomicRecoveryCommittee@maine.gov.

Members of the press interested in covering the proceedings or speaking to the Committee co-chairs should please contact Anthony Ronzio, Deputy Director of GOPIF: Anthony.Ronzio@maine.gov

Committee members are free to speak with the press about their work on the Committee or may refer press questions back to the co-chairs for response on behalf of the Committee.

Any feedback that would be more appropriately directed to state agencies currently administering the Restarting Maine plan should be treated in the following manner:

- Encourage use of the Maine Department of Economic and Community Development’s public comment portal.
- Encourage people with reopening concerns and questions to attend the weekly updates with the DECD Commissioner Heather Johnson on Wednesdays from 3:30-4:30pm. Register here.
- Other queries should be directed to Maria Povec. (maria.povec@maine.gov; 707-2001)

Meeting Agendas

The Committee co-chairs will endeavor to circulate a final agenda no later than 48 hours prior to its weekly meeting, but recognizes that late changes are probable. Subcommittee chairs should circulate final agendas within 24 hours of their meeting times.

Meeting Notes

The meeting notes should state each topic discussed, the key takeaways, and a list of specific actions that will be taken, by which people, and by when. Committee and subcommittee staff are expected to take notes and circulate actions. See appendix C for meeting notes.
Appendix A: ERC Subcommittees

Manufacturing & Natural Resource-Based Industries

- Larry Shaw, Chair
- Sam May
- Steve Schley
- Bob Dorko
- Susan Hammond
- Matt Schlobohm
- Alan Perry
- Rep. Pingree Designee (Jessie Connolly)

Hospitality, Tourism and Retail

- Bob Montgomery-Rice, Chair
- Sen. Michael Carpenter
- Luke Holden
- Meredith Strang Burgess
- Curtis Picard
- Jean Ginn Marvin
- Adam Lee

Education & Workforce

- James Herbert, Chair
- Rep. Joshua Morris
- Dana Connors
- James Myall
- Angela Okafor
- Joe Cassidy
- Rep. Golden Designee (Aisha Woodward)
Infrastructure (Transportation, construction, broadband, and banking)

- Susan Corbett, Chair
- Sen. Lisa Keim
- Jessica Masse
- Lincoln Jeffers
- Kevin Raye
- Lee Umphrey
- Senator Collins Designee (Carol Woodcock)

Innovation (Life sciences, tech, energy, start-up ecosystem)

- Betsy Biemann, Chair
- Rep. Brian Hubbell
- Vaughan Woodruff
- Deanna Sherman
- Tim Agnew
- Ben Waxman
- Senator King Designee (Chad Metzler & Adam Lachman)

Healthcare, nonprofits, childcare & support services

- Bill Burke, Chair
- Tae Chong
- Jennifer Hutchins
- Becky Wyke
- Barbara Crowley
- Wick Johnson
Appendix B: Recommendations Template for ERC Subcommittees

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Which sector does this recommendation support, and/or which barriers does it address?</td>
</tr>
<tr>
<td>2.</td>
<td>What is the recommendation?</td>
</tr>
<tr>
<td>3.</td>
<td>How urgent is this recommendation? (i.e. should it move forward immediately)</td>
</tr>
<tr>
<td>4.</td>
<td>What are the benefits?</td>
</tr>
<tr>
<td>5.</td>
<td>What are the costs?</td>
</tr>
<tr>
<td>6.</td>
<td>When should implementation begin and when is an outcome realized?</td>
</tr>
<tr>
<td>7.</td>
<td>Will any populations, communities, or industries be disadvantaged by this recommendation?</td>
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<tr>
<td>8.</td>
<td>Is there an existing model for this, in or outside of Maine?</td>
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<tr>
<td>9.</td>
<td>What additional data or information is needed, if any?</td>
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<tr>
<td>10.</td>
<td>What else should be considered to evaluate this recommendation?</td>
</tr>
</tbody>
</table>
Appendix C: Meeting Notes Template

The meeting notes should state each topic you discussed, the key takeaways, and a list of specific actions that will be taken, by which people, and by when.

1. **Agenda item**
   **Key takeaways**
   Action item and who is responsible:
   - 

2. **Agenda item**
   **Key takeaways**
   Action item and who is responsible:
   - 
