

Lean Executive Committee

Meeting Notes

April 4, 2018

Mission:

To promote a stronger more efficient New Hampshire, the State Lean Executive Committee (LEC) facilitates innovation and effectiveness through education and process improvement.

Attendees:

Heather Barto (Department of Health and Human Services), Angela Linke (Department of Transportation), Dan Hrobak (Department of Environmental Services), Edie Chiasson (Lottery Commission), Jan Gugliotti, (Public Utilities Commission), Dagmar Vlahos (University of NH), Candice Weingartner (Department of Information Technology), Kate McGovern (Department of Administrative Services), Michelle Kelleher (Banking Department), and Joanna Bailey (Judicial Branch)

*=Chair

Today's Meeting Agenda Items Outcomes:

1) State of NH Lean Network meeting

Feedback was provided on the format and content for the network meetings to assure there are clear connections with the participants for the Lean work being shared.

ACTION: Roberta to reach out to other states to gather feedback for network meeting format. Angela will inquire with the DOT emailing a list serve (DOT Lean transportation forum) for additional information. Heather will reach out to another state agency to gather information. Report back results for the May and June 2018 Lean Executive Committee meeting.

Participant surveys following each network meeting have been in place for over a year now. Data is used to assess improvements and suggestions. Data is also aggregated at the end of each year to share at the last network meeting, annually. Less than 10 surveys were submitted from the last network meeting. It's difficult to draw out trends from a small sample size. The LEC would like to send out timely participant surveys following a network meeting and build capacity with this task.

ACTION: Roberta to work with Candice on survey management and training for readiness following the June 2018 network meeting.

2) Bureau of Education and Training (BET) updates

Facilitators are needed for upcoming Lean trainings (April and May 2018). Known projects include a DoIT vendor virtual private network (VPN) access process. Additional coordination and automation of project selections and facilitator volunteers are needed. Recent graduates for Lean Green Belts are encouraged to seek facilitation through the Lean Coordinator at the agency or in the BET Training classroom. Current Green Belts looking to complete their Black Belt training starting in the fall must complete a practicum by September 2018.

On May 11, 2018 a capstone presentation of Lean Black Belt projects begin at 9am.

The Department of Information Technology is sending staff to the Lean Yellow Belt training in April 2018. The Department of Environmental Services staff is completing Lean Yellow Belt training in May 2018.

ACTION: Email [Kate](#) to volunteer to be a facilitator for upcoming Lean Yellow Belt classes.

3) Subcommittee Meeting:

Website redesign group is ongoing. Email was sent out by Candice requesting language for the landing page information.

ACTION: Email landing page document by Friday, April 20, 2018 to [Candice](#).

General Business

Department of Safety has a Lean Committee exploring a software program for managing projects. Lean and Project Management are going to be working hand in hand at Department of Safety. Projects will receive a Lean event and then be working with the Project Management Team. A Lean Innovation Lab has been approved, which is a dedicated space for Lean projects at Department of Safety. Additionally, a total of 403 out of 429 (94%) NH State Police have completed the Lean White Belt for 2018.

Department of Environmental Services had a cross partner Lean project with NH, VT and the Environmental Protection Agency. Complementary work is being completed for Project Management and Lean at the Department of Environmental Services.

UNH will host a Lean Summit in the Fall of 2018.

State of CT is holding an annual Lean conference in June 2018. Email [Heather](#) if you are interested in attending or submitting a project proposal. NH has 15 seats available to attend.

2018 Network Meetings*:

June 15-NH DOS (TBD) Concord, NH) OR Judicial Branch

September 21-NH DES (29 Hazen Drive, Concord, NH)

December meeting- Fire Standards and Training (Smokey Boulevard, Concord, NH)

*Locations subject to change.

SUMMARY OF ACTION ITEMS

DUE DATE

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Report out on network meeting format ideas and improvements	5/2/2018
Email Kate to facilitate an upcoming Lean Yellow Belt project.	4/20/2018
Send website landing documents to Candice	4/20/2018
Email Heather to attend or present at the CT Lean conference in June 2018.	4/30/2018

Minutes completed by [Heather Barto](#), 4/4/2018
Directions to the Walker Building click [here](#).

Next meeting: 5/2/2018 (9:00am-11:30am at the PUC)
Additional parking located in the back of the building.