

Lean Executive Committee

Meeting Notes

December 6, 2017

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:

John MacPhee* (Department of Health and Human Services), Heather Barto (Department of Health and Human Services), Angela Linke (Department of Transportation), Dan Hrobak (Department of Environmental Services), Roberta Witham (Department of Safety), Edie Chiasson (Lottery Commission), Diane Dawson (Department of Revenue Administration), Jan Gugliotti, (Public Utilities Commission), Kate McGovern (Bureau of Education and Training), Joanna Bailey (Judicial Branch), Rich Bowen (Treasury), Carolyn Russell (Department of Administrative Services), Dagmar Vlahos (University of NH), Candice Weingartner (Department of Information Technology)

*=Chair

Today's Meeting Agenda Items Outcomes:

1. State of NH Lean Network meeting)

The meeting will be on December 15, 2017 at NH Department of Environmental Services, 29 Hazen Dr. Slides are being finalized for the agenda including; a year in review for LEC accomplishments, a brief analysis of survey results, shared drive management from the Lottery Commission, an update from the Lean Black Belt students, and a demonstration of the [NH Lean Blog](#) and [NH Lean](#) website.

ACTION: Send slides for presentations to be sent to Heather by 12/14/2017

2. Bureau of Education and Training (BET) updates

BET Lean Yellow Belt class with 13 teams, over 100 people in attendance underway for certified public supervisor students. The NH National Guard facility is large in size and works well with project break out area space necessary. Projects are in varying stages with progress. Information from the event will be publicized on the blog and website.

3. State of NH Lean webpage

The workgroup has been busy planning and redesigning the [Lean](#) web page. Enhancements are being made to make it more user friendly and serve as a resource for Lean practitioners. A suggestion was made to make the website American with Disabilities Act (ADA) compliant. Angela can assist with feedback and question related to ADA. The updated website will also be mobile friendly. BET is looking at photo permissions and how that can be obtained.

ACTION: For the January LEC meeting the workgroup will provide another update and possible demonstration. Information is being gathered for content; send templates to [Dagmar Vlahos](#) such as A3, charters, or other work samples to be posted on the website. Consult with [Angela Linke](#) for ADA compliance questions.

Other business:

In July 2018, UNH will be hosting a Lean Summit. Details to follow in 2018.

SUMMARY OF ACTION ITEMS

DUE DATE

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Send slide deck to Heather for 12/15 quarterly network meeting.	12/14/2017
Workgroup to provide ongoing updates to LEC for the website changes.	Ongoing
Send Dagmar Lean tool templates for State's webpage.	Ongoing