

Lean Executive Committee

Meeting Notes

June 6, 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:

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), Jan Gugliotti, (Public Utilities Commission), Parker Normand (NH Army National Guard), Kate McGovern (Department of Administrative Services), Michele Kelleher (Banking Department), Tom Lencki (Department of Safety), Diane Dawson (Department of Revenue), Jeff Ladieu (Department of Safety), Joanna Bailey (Judicial Branch), Rich Bowen (Treasurer), Roberta Witham (Department of Safety).

*=Chair

Today's Meeting Agenda Items Outcomes:

1) Website redesign work

Website demo will be available on August 1, 2018. Production is very close.

2) Network preparation activities

Angela, Roberta, and Kate have been finalizing the details for the network meeting. Each of the Lean belt programs will be reviewed followed by a Lean Executive Committee (LEC) speaker explaining how to maintain an active status. Meeting is scheduled at the NH Fire Academy. A LEC update will be provided. Finally, the cultural enablement work from the NH State Police will be presented by Tom Lencki.

ACTION: Survey will need to be sent to the participants following the meeting.

3) Lean Black Belt discussion

Capstones were presented in May 2018. Graduation was held on 6/1/2018. Jeff Ladieu provided insight and overview on his capstone project related to the software product, Teamwork. He spoke about piloting of a project with the software product. Teamwork is a product that is used for project management but also may include Lean work. The Department of Safety and Department of Health and Human Services are using Teamwork for both project management and Lean work.

Department of Environmental Services has made gains with Lean training, staff are engaged in projects, and this year completed Lean for Leaders.

Department of Safety has made the request for full position for Lean Coordinator work at Homeland Security and Emergency Management and State Police. Department of Safety has undertaken a transformational Lean journey led by Tom Lencki, recent Lean Black Belt graduate. There is an 82% complete of Lean White Belt training completion in 2018 for the NH State Police. Marketing and branding work is also being explored by Tom and team. Tom challenged the LEC to see if another agency could reach a higher percentage of training completeness across a division.

ACTION: Jeff to provide a demonstration of Teamwork at the August or September 2018 meeting. LEC members to report back regarding completion of Lean White Belt training at future meetings.

Ad hoc subcommittee

A subcommittee composed a letter has been addressed to the Department of Administrative Services Commissioner Charlie Arlinghaus to talk about the importance of the Bureau of Education and Training model for Lean program. The letter references the value of efficiency of Lean coordination, projects, and the heavy reliance of the Lean training director as well as extensive network support activities such as project coordination and connecting mentees to mentors. The intent of the letter is to recommend hiring of a full time instructor and part time staff to lead the NH training efforts.

Strategy group

Work is ongoing. No report out at this time.

BET updates

Active status work has been completed to succinctly summarize the activities required for training, active status, and more. Lean Green Belts are now required to work with a mentor. New Lean Black Belts are encouraged to complete their profile and sign up for a mentor.

2018 Network Meetings*:

June 15-NH Fire Academy

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

December meeting- Fire Standards and Training (Smokey Bear Boulevard, Concord, NH) or Judicial Branch

*Locations subject to change.

SUMMARY OF ACTION ITEMS

DUE DATE

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Following network meeting, send out the survey-Angela.	6/18/2018
Provide a Teamwork software demo to LEC-Jeff	9/5/2018
Encourage staff at the agency to complete Lean White Belt-LEC members.	9/5/2018
Demonstration of new Lean website-Administrative Services web team.	8/1/2018

Minutes completed by [Heather Barto](#), 6/6/2018
Directions to the Walker Building click [here](#).

Next meeting: 8/1/2018 (9:00am-11:30am at the PUC)
Additional parking located in the back of the building.