

Lean Executive Committee

Meeting Notes

March 7, 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), Edie Chiasson (Lottery Commission), Jan Gugliotti, (Public Utilities Commission), Dagmar Vlahos (University of NH), Peter Danles (Office of Professional Licensure and Certification) and Candice Weingartner (Department of Information Technology).

*=Chair

Today's Meeting Agenda Items Outcomes:

1) State of NH Lean Network meeting

The network meeting planning is ongoing. Electronic interactive survey will be used during the network meeting. Survey questions will be sent out to the LEC for review. Part of the network meeting is for a presentation of facilitation tips and tricks. Angela will need assistance setting up the room for the meeting.

ACTION: Jan to send out questions to the LEC team by end of day 3/7/2018. Jan and Heather will co-present at the network meeting. Name tags will be available for the meeting.

2) Bureau of Education and Training (BET) updates

Two project Black Belt updates; Jeff Ladieu (DOS) and Kim Miller (DOIT) are examining software options that could serve for both data collection and project tracking. They're considering an Interim State using Teamworks for our LEC project list (rather than our Current State Excel sheet). The Future State would be an enterprise solution for statewide PM, estimate 18 months out. I see LEC as the customer for the Interim State, and Jeff and Kim could use your help as "voice of the customer". Candice, Dagmar and Dan met with Jeff during the last class, so they can provide some details if you have questions.

ACTION: Ongoing conversations about the software product and possibly a subcommittee.

3) A quick shout-out to Tom Lencki's cultural enablers project at NH State Police. Among other activities, Tom has encouraged both civilian and sworn SP staff to take Lean White Belt on Moodle, more than 40 people have earned WB certificates so far. He's also preparing posters of 5S to reinforce other Lean tools that they learn about in the WB class.

ACTION:

4) Other business:

Gemba walk with the Office of Professional Licensure and Certification. Heather and Candice have completed a Gemba walk for two local pharmacies.

Web redesign workgroup:

Information collected for the website is due 3/16/2018.

Lean statement update from Governor's Office:

John will reach out to the Governor’s Office for an endorsement of Lean. In previous years, the Governor’s Office would provide a statement endorsing the Lean work across the state. The statement is used with Lean marketing materials, presentations, and communications related to Lean.

ACTION: John will draft a statement for the Governor’s Office to review. John will send out to the LEC.

Priorities for 2018

- Expand network
- Inter-agency events
- Governor’s Office
- Database/reporting information

2018 Network Meetings*:

- March 16-NH Department of Transportation (6 Hazen Drive, Concord, NH)
- June 15-NH DMV (23 Hazen Drive, Concord, NH)
- 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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Develop standardized survey tool for network meetings; Jan and Roberta.	2/7/2018
Explore and develop interactive Lean questions for audience participation; Kate and Angela	2/7/2018
Review speaker videos for enhancement of network meetings; Jan and Dagmar.	2/7/2018

Minutes completed by [Heather Barto](#), 3/7/2018
Directions to the Walker Building click [here](#).

Next meeting: 4/4/2018 (9:00am-11:30am at the PUC)
Additional parking located in the back of the building.