

Lean Executive Committee

Meeting Notes

November 1, 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:

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), Mike Moranti (Department of Safety), Rich Bowen (Treasury)

Today's Meeting Agenda Items Outcomes:

1. State of NH Lean Network meeting (December 15, 2017, Department of Environmental Services, 29 Hazen Dr, Concord, NH)
Agenda will include milestones/highlights from 2017, a demo of the Lean blog and website, updates on the 5S approach for shared drive management at Lottery, and the current Black Belt students providing a segment on project alignment related to the balanced score card.
ACTION: Roberta, Jan, Heather, Angela to meet and develop materials/template/guidance. Edie to supply slide deck for 5S, and Dan will serve as liaison with Black Belt students. Updates and details to follow with a preview of meeting materials at December 6 Lean Executive Committee meeting.
2. Bureau of Education and Training (BET) updates
BET Lean Yellow Belt class with 100+ people in attendance from the Certified Public Supervisor program. Dates are December 5, 7, and 12 at the National Guard location in Pembroke. BET needs facilitators and students still need projects to work on.
Lean White Belt is available on Moodle. Please encourage staff within your agency to complete. Certificates emailed by the participants to the agency Lean Coordinators.
ACTION: Contact Kate/Ginger at BET for this facilitation opportunity. Kate will email a list of students so each Lean Coordinator can work with project teams to encourage identification of a project. The CPS students will need guidance on what would be an appropriate Lean project for a three day training.
3. Lean communications
When members of the Lean Executive Committee receive information requests such as survey or information request that include Lean questions, there should be some level of standardized messaging. How can this be promoted this and let people know about the great work of Lean? Some research is needed to understand this a bit more and then a small workgroup could be formed to help develop messaging.
Historically, there was Lean representation at the Commissioners Group meetings. That has fallen off in 2017, how does the Lean Executive Committee help address this gap?
ACTION: Develop communication tools for messaging of the Lean work; needs further discussion. Consider Lean Executive Committee present to the Commissioners Group. Dan to follow up and find out frequency of meetings and how might LEC present to the group. Discuss at December 6, 2017 meeting.
4. Master log of projects
Needs to be updated and instructions along with the spreadsheet from prior years projects will be sent out by Heather in November. Plenty of time will be given to complete. Please review the entire list of projects and

make adjustments as needed. In 2018, the team will review and explore additional methods to capture project information. This has been an ongoing task of the Lean Executive Committee and is a challenge with no budget for supporting a system to collect statewide project information.

ACTION: Review instructions, spreadsheet and send project updates from 2015 to end of 2017 by January 2, 2018. Master list will be analyzed and a data report developed. Data report will identify themes, gains in certain areas, etc. Heather will develop and share at the February 2018 Lean Executive Committee meeting to review.

5. State of NH Lean webpage workgroup

Update available at December meeting. Kate continues to be able to provide website updates to DAS for uploading.

SUMMARY OF ACTION ITEMS	DUE DATE
December quarterly meeting prep; Angela, Roberta, Jan, and Heather. Update and agenda to follow. Edie to present 5S method and Dan to work with Black Belt students as needed.	12/6/2017
Email Kate/Ginger at BET for participation in the large Lean Yellow Belt training in December. Need facilitators and projects.	11/15/2017
Report out of Commissioners group meeting and etc.	12/6/2017
Webpage workgroup to provide update.	12/6/2017
Review master spreadsheet of projects, make updates, and send back edits. Draft report to follow.	1/2/2018

Facilitation of meeting and minutes completed by [Heather Barto](#), 11/1/2017
Directions to the Walker Building click [here](#).

Next meeting: 12/6/2017 (9:00am-11:30am at the PUC)
Additional parking located in the back of the building.