

Lean Executive Committee

Meeting Notes

August 1, 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), Dagmar Vlahos (UNH), Candice Weingartner (Department of Information Technology), Michele Kelleher (Banking Department), Tom Lencki (Department of Safety), Joanna Bailey (Judicial Branch), Rich Bowen (Treasurer), Roberta Witham (Department of Safety), Chuck Bagley (Guest from UNH Cooperative Extension/Department of Administrative Services), Paul DeMello (Guest from UNH), Peter Danles (Office of Professional Licensure and Certification).

*=Chair

Today's Meeting Agenda Items Outcomes:

1) Local Lean Summit:

Date of the summit is scheduled for Friday, 10/26/2018 at the University of New Hampshire (UNH) in Durham. Registration will open up in September. For current summit information visit : <https://www.unh.edu/lean/lean-summit>. NH Governor Sununu and UNH President Dean are invited for the welcome note speakers. Keynote speaker is being determined. Call for Speakers is available on the website until August 17, 2018. A total of 4 break out rooms ranging from 70-400 people. With the registration site a discounted lunch can be purchased as well as selection of sessions can be completed through the site. University Systems of NH, UNH, state employees and affiliated non-profits will be able to attend for no charge. Lean practitioners are encouraged to display a storyboard poster around the room. Bureau of Education and Training (BET) will have items for sale such as polo shirts, challenge coins, etc. Troopers Association will have items for sale to support the trooper memorial. Allotted parking spots are available with a special code. Additional parking is available on campus. See the website for additional updates. Various social media sites will be used for promoting the workshop.

ACTION ITEM:

- Heather will send out storyboard format for posters by August 31, 2018 to the LEC for state employees.
- Dagmar will continue to provide summit planning updates at LEC meetings.
- Roberta, Chuck/Ginger to connect with Dagmar regarding items for sale or materials regarding training for the summit.

2) BET Updates

The LEC welcomes Chuck Bagley as he has been hired into the professor for Lean teaching and starts on August 17, 2018. Kate McGovern is transitioning out of her role by November 2018. Lean Black Belt applications are due in September. The Lean trainings will be updated in 2018 and beyond.

3) Website/Technology Updates

Documentation is needed for Department of Administrative (DAS) to complete the website redesign work. Candice is coordinating updates for the website and will reach out to LEC members within the next week for needed items. At the September 5, 2018 meeting, a demonstration of website will be added to the agenda.

ACTION ITEM:

- Candice to send requested information to the LEC for website redesign materials. Due to DAS 8/8/2018.

Teamwork is a project management software solution being used at several agencies. If the Lean community statewide is looking to use this software, a more in depth group is needed to review and recommend use of the system and associated features. A workgroup is being formed. LEC workgroups for Teamwork; Roberta, Jan, Jeff, Kim/Candice, and Heather.

ACTION ITEM: Place as a LEC monthly meeting regular agenda item to receive updates and recommendations.

4) Quarterly Network Planning

The September 2018 network meeting will be canceled in lieu of the upcoming Lean Summit. The next meeting will be December 14, 2018 (location TBD). Following the June meeting, a survey was sent out. Particular components include a section to offer help to the network. There were 4 volunteers that offered to contribute to the community of Lean. Mentees may help with events, network activities, or supporting events. The LEC also received two requests for mentoring. Anyone requesting a mentor is encouraged to visit the State of NH's Lean webpage for mentor selection <http://lean.nh.gov/Documents/Lean-Profiles.pdf>

ACTION ITEM:

- Candice to train Tom/Roberta for Survey Monkey use with the December 14, 2018 meeting.
- Angela to send a communication to the 4 volunteers inquiring additional information.
- Jan will reach out to a Sullivan County and Chuck for an Administrative Services contact to offer mentoring and/or Lean support.

2018 Network Meetings:

December 14-meeting- Location TBD

SUMMARY OF ACTION ITEMS

DUE DATE

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Candice to train Tom/Roberta on the Survey Monkey use with the December 2018 quarterly meeting.	10/3/2018
Mentor profile updates are due. Email Heather your updates.	8/1/2018
Chuck and Jan to reach out to mentees.	9/28/2018
Angela to reach out to volunteers for Lean contributions.	9/28/2018
Demonstration of new Lean website-Administrative Services web team.	9/5/2018
New subcommittee to review Teamwork and investigate options for project collection (Roberta, Jan, Kim/Candice, and Heather. UNH to offer insight and lessons learned regarding Team Dynamics software.	12/31/2018

Minutes prepared by Heather Barto on 8/1/2018

Next meeting: 9/5/2018 (9:00am-11:30am at the NH Public Utilities Commission (Walker Building), Concord, NH)