

Agenda and Meeting Notes

State of NH Lean Network Executive Committee

Wednesday, October 3, 2018, 9:00 AM – 11:30 AM

Public Utility Commission, 21 South Fruit Street, Suite 10, Concord, N.H.

(Directions at <http://www.puc.nh.gov/Home/AboutUs/directions.htm>)

Meeting Attendees:

John MacPhee* (Department of Health and Human Services), Heather Barto (Department of Health and Human Services), Angela Linke (Department of Transportation), Michele Kelleher (Banking Department), Dan Hrobak (Department of Environmental Services), Joanna Bailey (Judicial Branch), Rich Bowen (Treasury Department), Jan Gugliotti (Public Utilities Commission), Charles Bagley (Administrative Services), Suzy Easterling-Wood (Department of Health and Human Services), Colin Capelle (Administrative Services)

*Chair

Agenda Item	Discussion	Action
NH Lean Summit planning activities [Dagmar/Heather]	Encourage staff to register. Lean Coordinators are asked to bring a printed A3 or storyboard poster to summit for display. Registration numbers continue to increase. Instructions will be sent regarding parking details by UNH in the coming days.	Lean Coordinators reach out to Heather for poster preparation help, editing assistance or a template.
December Quarterly Lean Network Meeting planning [Angela/All]	Theme for meeting: <i>Leaders and Cultural Change; How to Advance Lean Within Organizations</i> . Dagmar to reach out to Peter Hughes for further speaker details. Surveys are sent to participants following each quarterly meeting. Survey questions are being redesigned. Date and location of meeting: December 14, 2018 1:30pm-3:30pm NH Department of Environmental Services (29 Hazen Drive, Concord)	Angela to reach out to Dagmar regarding speaker Peter Hughes. Joanna to draft survey questions and send out to Angela, John, and Joanna to discuss and update. Dan to set up room with a microphone for session speakers.
NH Lean website updates [Dan, Candice, Bill, Dagmar]	Updates continue on website with Dan, Dagmar, Bill, and support from Chris. Go Live date is scheduled for January 2019. Discussed the need for communication and project summaries displayed on the website. Lean Green Belts and Lean Black Belts are invited to submit completed A3 project work for the website.	Send Lean event photos and A3/storyboard project work to Dan for display on the updated website. Link to internal development site: http://dev.das.nh.gov:2017/
LEC strategic planning discussion [All]	Suzy and Colin are offering assistance as part of their Lean Black Belt studies to develop plans or information with leadership engagement with Lean that will weave into strategic planning efforts. Chuck will serve as the project advisor to help support Suzy and Colin.	Suzy and Colin to reach out to John/Heather for time needed on future agendas.