

Monthly Meeting Notes

September 5, 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:

Heather Barto* (Department of Health and Human Services), Angela Linke (Department of Transportation), Dan Hrobak (Department of Environmental Services), Dagmar Vlahos (UNH), Michele Kelleher (Banking Department), Tom Lencki (Department of Safety), Roberta Witham (Department of Safety), and Chuck Bagley (Department of Administrative Services).

*=Chair/co-chair

Today's Meeting Agenda Items Outcomes:

1) Local Lean Summit

Date: Friday, 10/26/2018 at the University of New Hampshire (UNH), Durham campus. For current summit information visit: <https://www.unh.edu/lean/lean-summit>. Registrations will open on September 10, 2018. Registrations include selection of the sessions participants wish to attend. Communications have gone out to the presenters. Panel and session speakers are finalized. Registration for state, affiliated non-profit, and university associated employees will be able to attend at no charge and need to enter the specified promo code. Details to be updated on the UNH Lean website. Displaying of posters is encouraged by Lean teams. A3 storyboard format is available; poster size is coming for state of NH employees; Green Belts and Black Belts encouraged to bring posters.

ACTION ITEMS:

- Dagmar will continue to provide summit planning updates at LEC meetings and through email.
- Angela/Heather will send an email blast out to the Lean network announcing summit, registration link, and promo code. DAS to provide network distribution list to Angela/Heather by 9/10/2018.
- Tom/Chuck/Ginger to discuss Lean logo items for sale and put on display.
- Roberta to work on display for Department of Safety Lean project related to the fallen trooper memorial.
- Roberta to draft a letter for LEC communication to be shared leadership by September 14, 2018.

2) BET Updates

Lean Black Belt class of 2019 starts September 14, 2018 and will be looking for mentors. Kate and Chuck continue to refine curriculum for Lean Yellow Belt, Lean Green Belt, and Lean Black Belt programs. The updated format will focus on transfer of learning and transfer of skills to maximize information. Lean Green Belt training is 10/17, 10/18 and 10/19. Lean Yellow Belt scheduled for the week of October 22, 2018.

ACTION ITEMS:

- Chuck will send an invite out for a meeting by 9/21/2018.
- LEC members to provide feedback to Chuck regarding his Lean Yellow Belt mapping work.

3) Website/Technology Updates

Demonstration of the website was provided by Chris Triebel from Department of Administrative Services. More work is needed to finalize the work of the website. The workgroup will meet to discuss items needed for completion. Goal is to complete the website redesign by January 1, 2018.

ACTION ITEM:

- Candice, Dan, Bill, and Dagmar to continue working on website and will reach out to the LEC members for any needed items to support the website redesign.

4) Quarterly Network Planning

The next meeting will be December 14, 2018 at the NH Fire Academy and the focus will be on change within organizations and buy-in for Lean implementation (Cultural Leadership). Speakers are being considered as well as Lean-A Year in Review (including # of projects, website revisions, training #s, plans for 2019, etc.). Speakers are being considered for 2018 network meeting as well as for 2019 sessions.

ACTION ITEMS:

- Candice to train Tom/Roberta for Survey Monkey use with the December 14, 2018 meeting.
- Contact Angela to provide suggestions or volunteer for the December meeting.
- Dagmar to contact Peter Hughes regarding a possible speaking engagement for December 2018 or a future network meeting in 2019,

5) LEC goals for 2019

Strategic planning for the LEC is needed to gather ideas and feedback for the new calendar year facilitated by Chuck for the November.

ACTION ITEMS:

1. Chuck will provide a general framework plan before the November 7, 2018 LEC meeting.
2. Organized LEC s for Lean Learning-tabled for now and revisit after November 2018.

2018 Network Meetings

December 14, 2018-meeting at NH Fire Academy. Directions to the NH Fire Academy available online at <https://www.nh.gov/safety/divisions/fstems/contactus.html>

Plan for 2019 Meetings

TBD

SUMMARY OF ACTION ITEMS

DUE DATE

SUMMARY OF ACTION ITEMS	DUE DATE
Candice to train Tom/Roberta on the Survey Monkey use with the December 2018 quarterly meeting.	11/30/2018
Dagmar will continue to provide summit planning updates at LEC meetings/through email.	As needed
Angela/Heather will send an email blast out to the Lean network announcing summit, registration link, and promo code after DAS provides the network email listing.	9/14/2018
Tom/Chuck/Ginger to discuss Lean logo items for sale and put on display. Roberta to work on display for Department of Safety Lean project related to the fallen trooper memorial.	10/1/2018
Roberta to draft a letter for LEC communication and send out to the committee.	9/14/2018
Chuck will send an invite out for a meeting by 9/21/2018.	9/21/2018
LEC members to provide feedback to Chuck regarding his Lean Yellow Belt mapping work.	10/20/2018
Candice, Dan, Bill, and Dagmar to continue working on website and will reach out to the LEC members for any needed items to support the website redesign.	12/31/2018
Contact Angela for December network meetings assistance. Dagmar to connect with a UNH speaker for considerations.	11/15/2018
LEC goals for 2019; group to bring ideas to future LEC meetings to discuss.	12/5/2018

Minutes prepared by Heather Barto on 9/5/2018

Next meeting: 10/3/2018 (9:00am-11:30am at the NH Public Utilities Commission (Walker Building), Concord, NH)