

## Agenda and Meeting Notes

State of NH Lean Network Executive Committee

August 7, 2019

**Attendance**  =Present \*Chair

<input checked="" type="checkbox"/> John MacPhee* (DHHS)	<input checked="" type="checkbox"/> Heather Barto (DHHS)	<input checked="" type="checkbox"/> Angela Linke (DOT)	<input checked="" type="checkbox"/> Diane Dawson (Revenue)
<input type="checkbox"/> Michele Kelleher (Banking)	<input checked="" type="checkbox"/> Dan Hrobak (DES)	<input checked="" type="checkbox"/> Chuck Bagley (DAS)	<input checked="" type="checkbox"/> Edie Chiasson (Lottery)
<input type="checkbox"/> Rich Bowen (Treasury)	<input type="checkbox"/> Tom Lencki (DOS)	<input checked="" type="checkbox"/> Jeannie Cadarette (DOS)	<input checked="" type="checkbox"/> Jan Gugliotti (PUC)
<input checked="" type="checkbox"/> Candice Weingartner (DoIT)	<input checked="" type="checkbox"/> Dagmar Vlahos (UNH)	<input type="checkbox"/> Erika Randmere (NHES)	<input type="checkbox"/> Hallie Pentheny (OPLC)
<input type="checkbox"/> Laura Holmes (DAS)	<input checked="" type="checkbox"/> Linda Beliveau (Judicial Branch)	<input checked="" type="checkbox"/> Joe McCue (DOT, new member)	

Agenda Item	Discussion	Action
Strategy Discussion [All]	<ul style="list-style-type: none"> <li>• Bureau of Education and training continues to benefit from the LEC feedback. This helps shape training now and each iteration. Chuck is using the Plan Do Check Act model for each session of training.</li> <li>• Dept. of Safety has reinvented process improvement methods and project management working together. Jeannie spoke about the integration of PMO and CPI.</li> <li>• Dept. of Information Technology is rebuilding process improvement planning and strategy.</li> <li>• Dept. of Transportation is bringing on Joe to work with Angela to transition over to be the Lean Coordinator. Welcome Joe!</li> <li>• UNH is using Lean for each IT project. Dagmar shared Lean Summer Camp is being explored for 2020.</li> <li>• Lottery Commission is weaving Lean into daily operations. Edie continues to influence at all levels.</li> <li>• Dept. of Environmental Services (DES) is working on a Lean project with DoIT for onboarding new employees. Dan and DES finds the LEC useful to share projects and collaboration opportunities. Mentoring Lean belt employees continue. DES employees are slated to complete Lean White Belt within 90 days of a start date.</li> <li>• Judicial Branch is reconfiguring how Lean is used in the courts and the process work. Linda is signed up for more training.</li> <li>• Public Utilities Commission continues evolve process improvement approaches at all levels, Jan shared.</li> <li>• Department of Revenue Administration is rolling out a system change. Diane uses Lean as a Table Top Exercises in short bursts for process improvement efforts.</li> <li>• Department of Health and Human Services has Lean project requests go through the standard governance request steps. Standard Lean template development and project tracking is occurring in Brightwork. John and Heather are testing and will demo at a future meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Jeannie is volunteering to coordinate the network meetings. Jeannie to work with Angela for mentoring and onboarding.</li> <li>• Angela and Dagmar will share onboarding projects with Dan regarding new hire employment.</li> <li>• Jan, Dagmar, and a Lean Black Belt student (TBD) to work on a project identifying mentoring, project approaches.</li> <li>• Lean Black Belts may be able to offer assistance with projects, while receiving mentoring. Heather has a larger scale project that a Lean Black Belt student could assist. BET may invite mentors to the Lean BB class to discuss project work.</li> <li>• Heather will draft an updated charter and send to the LEC for review. This includes the suggestions from today's meeting.</li> </ul>
Business Updates [Group]	<ul style="list-style-type: none"> <li>• Group discussed changing agenda to highlight projects, case study sharing, etc.</li> <li>• The 2019 NH Lean Summit is 11/1/2019 in Durham. <a href="http://unh.gov">UNH website</a> for Summit details. Details to follow.</li> <li>• Communication out to the network is needed as the LEC transitions and looks at priorities, etc.</li> </ul> <p><b>Next LEC Meeting: September 4, 2019 @BET, 130 Pembroke Rd, Concord, NH</b></p>	<ul style="list-style-type: none"> <li>• Agenda will be updated to be flexible for needs of LEC.</li> <li>• John and Heather to construct and send a communication to the network.</li> </ul>