

Agenda and Meeting Notes  
 State of NH Lean Network Executive Committee  
 Wednesday, February 6, 2019  
 9:00 AM – 11:30 AM  
 NH Lottery Commission  
 14 Integra Drive, Concord, N.H.  
 (Directions at <https://www.nhlottery.com/Contact-Us>)

**Meeting Attendees (bold is present):**

**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), Hallie Pentheny (OPLC), **Tom Lencki** (State Police), Diane Dawson (Revenue), **Candice Weingartner** (DoIT) **Edie Chiasson** (Lottery Commission), **Dagmar Vlahos** (UNH), **Jeannie Cadarette** (Safety – E911)

Guests: **Rep Jaci Grote**

\*Chair

Agenda Item	Discussion	Action
Legislative update – David Borden (former NH Representative) and Representative Grote will be updating the LEC on work with LSR695 – Representative Grote	<ul style="list-style-type: none"> <li>• HB624<sup>1</sup>, nicknamed the “Lean bill”</li> <li>• Hearing 2/7 at 1PM,</li> <li>• Former DES Commissioner / Lean Advocate Tom Burack to write letter, Jaci to read it</li> <li>• Peter Schmidt is prime sponsor</li> <li>• Bradley and Schmidt to advocate in the Senate</li> <li>• Jon is in touch with Jess Edwards, involved in a commission on efficiency, and Jaci will follow up on</li> <li>• Goal is to break down silos and a common office for continuous/process improvement for entire state, rather than have Lean being conducted individually at each agency</li> <li>• Bills has representatives from each agency and each sector</li> <li>• Recommends Government that Works, and will use that to use excerpts to advocate Lean</li> <li>• UNH has an aligned / overarching Lean/PMO</li> </ul>	<ul style="list-style-type: none"> <li>• John/Heather to provide LEC an update, as more information becomes available</li> </ul>
Quarterly Lean Network planning updates - Angela	<ul style="list-style-type: none"> <li>• March 15 at DoT</li> <li>• Topic is facilitating and how be on a team, based on self-assessment (your color)</li> <li>• This is the first of a series of quarterly meetings based on the similar theme</li> <li>• Angela, Jan, Joanna, Chuck, Heather, Dagmar on the meeting</li> <li>• Chuck may give a quick discussion</li> <li>• Ask attendees to fill out a self-assessment beforehand – to break them into groups and help</li> </ul>	<ul style="list-style-type: none"> <li>• Angela to provide an update at next meeting, or as necessary</li> </ul>

<sup>1</sup> [http://gencourt.state.nh.us/bill\\_status/results.aspx?lsr=735&sortoption=&txtsessionyear=2019&txtbillnumber=HB695](http://gencourt.state.nh.us/bill_status/results.aspx?lsr=735&sortoption=&txtsessionyear=2019&txtbillnumber=HB695)

	<p>understand themselves to help them facilitate</p> <ul style="list-style-type: none"> <li>• Alex from DoJ is presenting there</li> <li>• There could be one or breakout sessions, as previous feedback is that attendees previous interactive activities</li> </ul>	
<p>Lean for Mangers Colin Capelle - Lean Black for Leaders          Black Belt project update</p>	<ul style="list-style-type: none"> <li>• Working with Suzy on Black Belt project</li> <li>• Using Kate's Lean for Leaders as a guideline</li> <li>• Want to use some KPI or other indicators to see the success of the meeting</li> <li>• Want to pilot this at Black Belt class then 3 agencies and maybe at next LEC meeting</li> <li>• Created a Lean Awareness assessment tool for Lean-specific terms</li> <li>• Meant to be a transferable training for other facilitators at various agencies to deploy</li> </ul>	<ul style="list-style-type: none"> <li>• Colin to provide PowerPoint and references, as they become more refined</li> <li>• John to talk with Colin on whether Colin and Suzy can present at March LEC meeting</li> </ul>
<p>Lean Annual Report development progress – Heather</p>	<ul style="list-style-type: none"> <li>• In progress</li> </ul>	<ul style="list-style-type: none"> <li>• <b>LEC</b> are to complete the project list</li> </ul>
<p>2018 UNH Lean Summit Survey Results<sup>2</sup> – Dagmar (not on original agenda)</p>	<ul style="list-style-type: none"> <li>• 75 survey responses, 260 attendees, 286 registered</li> <li>• Overall most comments were positive</li> <li>• People heard mostly via email</li> <li>• Dagmar and committee will incorporate feedback to help plan 2019 summit</li> <li>• Will likely do a 2019 UNH Lean Summit, likely in Fall</li> </ul>	<ul style="list-style-type: none"> <li>• Dagmar to provide more information, as it becomes available</li> </ul>
<p>Other updates          [All]</p>	<ul style="list-style-type: none"> <li>• A group photo was taken</li> <li>• Dan discussed Lean week at NHDES             <ul style="list-style-type: none"> <li>○ Likely the first week in April</li> <li>○ Will include multiple presentations, A3 contest and social media</li> </ul> </li> <li>• Tom had a vendor come in to discuss Lean NH apparel             <ul style="list-style-type: none"> <li>○ There will be a store link on lean.nh.gov web</li> <li>○ A recommendation is for NH Lean folks to wear the material at regional Lean Summits</li> <li>○ Another idea to have specific apparel for the UNH Lean Summit</li> </ul> </li> <li>• Edie is almost completed her MPA!             <ul style="list-style-type: none"> <li>○ UNH can provide a waiver for MPA credits for Black Belt</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tom to send around photo and Dan to ensure LEC website is updated</li> <li>• Dan to provide an update to LEC on the DES Lean week, as the week becomes more planned</li> <li>• Tom to work with NHBET folks and vendor to finalize online store</li> <li>• Dagmar to talk to other colleges for credit</li> </ul>

<sup>2</sup> <https://www.unh.edu/lean/lean-summit>