

## Agenda and Meeting Notes

State of NH Lean Network Executive Committee

March 6, 2019, Public Utility Commission, 21 South Fruit Street, Suite 10, Concord, N.H.

**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"/> Joanna Bailey (Judicial Branch)	<input type="checkbox"/> Chuck Bagley (DAS)
<input checked="" type="checkbox"/> Edie Chiasson (Lottery)	<input type="checkbox"/> Rich Bowen (Treasury)	<input checked="" 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 type="checkbox"/> Dagmar Vlahos (UNH)	<input type="checkbox"/> Roberta Witham (DOS)
<input type="checkbox"/> Erika Randmere (NHES)	<input type="checkbox"/> Hallie Pentheny (Professional Licensure and Certification.)		<input checked="" type="checkbox"/> David Borden (Guest)

Agenda Item	Discussion	Action
Legislative Update HB 624 [David Borden]	<ul style="list-style-type: none"> <li>• Bill work continues with a focus on the customer with a study committee. No fiscal note is attached to the current bill. Goal is for subsequent bills to be developed.</li> <li>• Testimony was provided in February 2019 from four agencies to provide information and answer questions.</li> <li>• An executive session will be scheduled and voted on in committee next week.</li> <li>• <a href="#">Click here</a> for bill updates.</li> </ul>	<ul style="list-style-type: none"> <li>• John will develop language with David.</li> <li>• Heather and Jeannie to update Intro to Lean thinking slides.</li> </ul>
Quarterly Network Meeting [Angela/Joanna]	<ul style="list-style-type: none"> <li>• 3/15/2019 at NH Department of Transportation. The meeting will include topics on facilitation and learning. Personality quiz to be offered as part of learning to be a good team member.</li> </ul>	<ul style="list-style-type: none"> <li>• Angela to send out updated agenda to network.</li> </ul>
Lean Annual Report [Heather]	<ul style="list-style-type: none"> <li>• Final draft ready. Graphs and tables are included for the 249 reported projects.</li> <li>• Anticipate having annual updates to this report as project reporting advances. Template can be adjusted in future interactions.</li> </ul>	<ul style="list-style-type: none"> <li>• Send any major edits to Heather by 3/8/2019.</li> <li>• Report to be published in March as well as project log.</li> </ul>
Agency Updates [All]	<ul style="list-style-type: none"> <li>• BET Coffee and Conversations is coming up on 3/20/2019 with Kate McGovern. Book signing available.</li> <li>• Lottery Commission continues to evolve from Lean Yellow Belt and Lean Green Belt training.</li> <li>• Public Utilities Commission looked at a purchasing project internally and is looking at a project with Department of Administrative Services.</li> <li>• Department of Health and Human Services projects continue in DCYF, Bureau of Elderly and Adult Services focusing on system modernizations. DHHS is building out process improvement program application and tool usage, including onboarding and mentoring.</li> <li>• Department of Environmental Services is planning out Lean Week.</li> <li>• Department of Safety balanced score card project, testing is underway and a Right to Know project. Completion of a Gemba Walk at the Rockingham County Superior Court. Tom and Jeannie are available for project facilitation.</li> <li>• Department of Revenue Administration continues to integrate process improvement methods with project management.</li> <li>• Department of Transportation is developing a re-engagement presentation with administration. Policy and procedures are being reviewed and updated and then a subset will receive a Lean review.</li> <li>• Department of Information Technology provided a talk at the Lean Black Belt course on Enterprise Alignment. DoIT is developing a Lean program to connect with staff about projects, Lean, etc.</li> </ul>	

Next Meeting: 4/3/2019 9:30am-11:30am, NH Department of Health and Human Services, 129 Pleasant St, Concord, NH