

Agenda and Meeting Notes

State of NH Lean Network Executive Committee

May 1, 2019, 2019, Office of Professional Licensure and Certification, 121 S. Fruit St., Concord, NH

Attendance ☑ =Present *Chair

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|--|--|---|---|
| <input checked="" type="checkbox"/> John MacPhee* (DHHS) | <input checked="" type="checkbox"/> Heather Barto (DHHS) | <input checked="" type="checkbox"/> Angela Linke (DOT) | <input 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 checked="" type="checkbox"/> Tom Lencki (DOS) | <input checked="" type="checkbox"/> Jeannie Cadarette (DOS) | <input checked="" type="checkbox"/> Jan Gugliotti (PUC) |
| <input type="checkbox"/> Candice Weingartner (DoIT) | <input type="checkbox"/> Dagmar Vlahos (UNH) | <input checked="" type="checkbox"/> Erika Randmere (NHES) | <input checked="" type="checkbox"/> Hallie Pentheny (OPLC) |
| <input checked="" type="checkbox"/> Laura Holmes | | | |

Agenda Item	Discussion	Action
Legislative Update HB 624 [Rep. Jaci Grote]	<ul style="list-style-type: none"> • HB624; did not pass in the Senate. Click here for historical information. 	<ul style="list-style-type: none"> • n/a
Quarterly Network Meeting [Angela]	<ul style="list-style-type: none"> • Planning activities are ongoing for the 6/21/2019 at 50 Smokey Bear Blvd., Concord. Mentoring is a topic for the 9/20/2019 meeting. • The group discussed previous formats, surveys, content, and objectives. Evaluation feedback from Chuck for the format of the quarterly network meeting surveys. The model proposed is the Learning Transfer of Education Model. Other evaluation models include group feedback in a discussion format, electronic surveys, and paper surveys. Google Forms is a free survey tool. • DES Lean Week; the events helped to expose DES employees to Lean. A future build out may include all agencies holding a Lean Day or Lean Week. This might include promoting training, national Lean day. Additional work may include a NH proclamation. 	<ul style="list-style-type: none"> • Chuck, Jan, Jeannie, Tom, and Heather will meet to finalize facilitation topics for the June 21, 2019 meeting. • Network meeting-9/20/2019; Edie to present the Lottery Commission's STAR mentoring program. • Chuck, Jan, and Jeannie will work on the LTEM and survey development. • Tom will research the steps for proclamation and share updates at next meeting.
Mentoring [Dan/Chuck/Heather]	<ul style="list-style-type: none"> • Mentor profiles are updated on an annual basis including Lean Green Belt (LGB) and Lean Black Belt (LBB). • Lean Coordinators use varying types of mentor and/or coaching services. Edie at Lottery Commission uses the STAR program concept, meeting with people 30 minutes on a regular basis to support Lean questions. Dan works with DES employees to match up facilitators. DHHS offers many different kinds for new and seasoned LGBs and LBBs. 	<ul style="list-style-type: none"> • Heather will send an email with instructions and due dates. • Dan, Chuck, and Edie will form a subcommittee for mentoring work and recommendations.
Website Redesign [Dan]	<ul style="list-style-type: none"> • No updates at this time. 	<ul style="list-style-type: none"> • n/a
Transition Planning	<ul style="list-style-type: none"> • Angela developed a list of tasks as Network Coordinator including updated the mailing list, topic ideas, agenda preparation, etc. • Group mailbox for Lean communications: NHLean@nh.gov. 	<ul style="list-style-type: none"> • LEC to discuss transition tasks in the coming months.

LEC Meetings:

- 6/5/2019 9:30am-11:30am at the Bureau of Education and Training, 130 Pembroke Rd., Concord, NH
- July-December 2019 LEC meetings--Public Utilities Commission, 21 S. Fruit St., Concord, NH