

Meeting Agenda / Minutes / CI Sheets

LDMS Pilots: "All Leadership Review Team (ALRT)" - Wednesday, November 20, 2013

Workgroup: ALRT Wed. **Time:** 12 – 1 p.m. **Facilitator:** Krystal Lyon

Agenda:

11:30 – 11:35	Introductions	Facilitator
11:35 – 11:40	Last Meeting review Action Items	Facilitator
11:40 – 12:00	Work group check – in (5 minutes for each Pilot) Central , Discovery, Milton, Hawthorne	Facilitator indicate 30 seconds reminder
12:00 – 12:20	Review CI Sheets (5 minutes for each Pilot) Central , Discovery, Milton, Hawthorne	Facilitator indicate 30 seconds reminder
12:20 – 12:25	Open Issues / Problem Solving	All Members
12:25 – 12:30	Wrap up / Adjourned	Facilitator

Attending:

Jana McLellan, Michelle Patton, Debbie Aljets, Fiona Tilgner, Anne Augsburger, Bernadette Fisher, Deborah Garland, LauraTraeger, Matthew Whiteman, Krystal Lyon, Anne Augsburger, Nancy Watkins, Stephanie Primacio, Randi Phillips

Previous Meeting Minutes and CI Sheet(s): <http://www.dhs.state.or.us/spd/tools/dd/socp/training.html>

Actions Moving Forward: 5 minutes

ITEM	Person(s) Responsible	Due Date
ACTION: SHIFTS Present @ LaborMngment/HR/Contract/ Program/Business needs	Back to house / all shifts MUST agreed	
ACTION: #11 CI Milton Potholes - wait for Film from Jonathan	Waiting	12/03
ACTION: "Crisis preparedness" - future Manual > discuss/present next meeting	Anne, Laura, Michelle	12/03
ACTION: "SVM" Peer to Peer Tally > Hawthorne staff to Nancy	Nancy	12/21
ACTION: Sample links to Krystal – DAS Time Capture	Debbie	11/20
ACTION: Determine Meeting FUTURE focus (Intent / Structure / Design) – Consider just CI Sheets Reviews – not review of other pieces	ALL MEMBERS	ongoing
ACTION: SUBCOMMITTEE – to set up the structure and present to the committee	Jana / Nancy	12/03
ACTION: Determine next "Pilots" and start date	ALL MEMBERS	2014

Workgroup Check In: 20 minutes (5 mins. Pilot group)

CENTRAL: Life Cycle – Nick presents this week or next. Working on **20 Keys** and **No new CI Sheets**.

DISCOVERY: Bernadette > 14 CI Sheets in house review with

- Modified doing lots organization and updating of **CI Sheets** >
- Essential area – cleaned up > back of door notes on the WHITE BOARD at a glance.
- Shifts and activities coming together > Much more lean.
- MAR/TAR > discussing moving into the MED room.
- **80% CI meetings** > as possible and doing a CI meeting tonight.

JANA – status of skills versatility? > staff reassured of "SVM" value with example of "Sign Language" current need.

HAWTHORNE: Krystal/Nancy – **CI Sheets** 9-10 in house with plans being prepared > Staff like to write COMPLETED

- **Skills Versatility Matrix** minus 3 members > SVM encouraging peer to peer assistance > Peer to Peer filing out sheets and how they would rate their work group and Nancy will tally the results due Dec21st.
- **Huddling** well only 2 persons huddling twice for 5-10 mins with the change of shift
- Starting their **20 keys**
- **PVO** in transition and improving > Seeing progress

MILTON: Matthew – **Huddling** with occasional breaks >

- No **ALRT level CI sheets**
- **In-House level CI sheet (s)** only at this time > with Some needing to be added
- Postponed > the **20 keys** >
- Working on the **Skills Set** for an inside network. Jonathan return will be ready to move forward.

Review of New CI Sheets: 20 minutes (5 mins. Pilot group)

No CI Sheet Submitted for ALRT level review

Open Issues / Problem Solving: 5 minutes

- **#6B Discovery:** Change All Group Home start/end times to be consistent “Program Wide” Consistent Start / End times with 15 minutes communication overlaps. (House / Bidding Process / LaborMngmt - **DISCUSSION STAGE**)
 - **#8A – Coastwide (Hawthorne) RESOLVED -- OUTCOME / DATA:**
 - House(s) can shop at Coastwide store(s) and / or pick up bulk/single items with NO CHARGE
 - Two (2) Coastwide stores are located in the Portland area
 - Each house is allowed TWO deliveries per month (single item or bulk items) with NO CHARGE
 - House(s) can **call** or **fax** in order (single item or bulk items) to be delivered (2x month No Charge)
 - **#8B – Coastwide – HOARDING ISSUE>** Jana and Michelle to address staffing and inventory issue > **PMs address with Site Managers in monthly meeting.**
 - Will set up process BEFORE Program Wide communication - **Jana and Michelle**
 - **#11 Milton Pot holes/safety** > Blacktop needed > waiting for **Jonathan Graf Film**
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- **NON Pilot group CI Sheet submissions** - how to address CI submitted by non-pilot group members - Fiona/Nancy
 - **JANA - HOLD onto** > caution ALRT group to not take on too much at this point.
 - **DEBORAH** – others are excited - with Positive interest being shared.
 - **NANCY – How is this meeting/group going to look in the future** as it will grow. Additional 15 people. Will require more time/space).
 - **STEPHANIE** – other groups have classifications attend (how SOCP will have attendees?) > How will CI sheets be presented > Through PMs?
 - **MATT** – could be smaller > less individuals to run this meeting.
 - **KRYSTAL** – 4 pilots > cont but not as often > once a month as more people are added into equation.
 - **DEBORAH** – could they be REGIONAL meetings? Jana great idea, Stephanie – you need to decide
 - **JANA** – what is the value of this meeting the CI sheets or the CHECKIN from the house (**ACTION**)
 - **STEPHANIE** – there is value check in – not solely for the CI SHEETS. For Continuous Improvement.
 - **MICHELLE** – PMs talk to SMs monthly manager meetings > regional check-inn
 - **JANA** – not bulging > being strategic > Likes Regional idea > always a question of time and responsibility > can each lean team be the experts that check in once month/week. Would like ALL GROUP MEETING to redefine the meeting > as JUST the CI SHEET. NOT the other pieces > or will be doubly communicating. NOT GROWING by concentric circles. 3 Program managers – don’t need duplicate layers.

- **KRYSTAL** – Regional every week > Present strategically >
- **STEPHANIE** – not decide now but define INTENT of this meeting
- STANDING AGENDA ITEM –future focus /
- WHEN to start next PILOTs after January
- **ACTION:** SUBCOMMITTE – to set up the structure and present to the committee – Jana & Nancy meeting today > volunteer in the future but not requiring volunteer.

Wrap up / Adjourn: 5 minutes

October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2013																																
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
2013											HO																					
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2013																										HO						

NEXT ALRT Wednesday meeting: December 4th, 2013 (NO meeting November 27th) unanimous

Facilitator: Next meeting – **Jonathan Graf**

Scribe: Next meeting – **Connie Hetrick & Debbie Aljets**

Adjourned: 1:05 p.m.

LEAN LEADERS unavailable Dec. 9th meeting