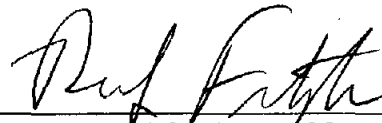


APPOINTMENT

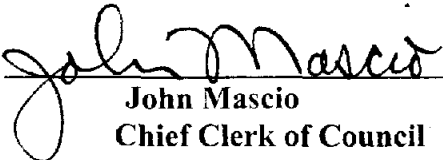
Approving the appointment of Dr. Susan Gove to serve as a Member of the Children, Youth and Families Advisory Board for a term to expire three years from the approval date of this appointment.

In Council December 6, 2005.

Read and approved by Motion of Council.



Rich Fitzgerald
President of Council

Attest: 
John Mascio
Chief Clerk of Council

2172-05

OFFICE OF THE CHIEF EXECUTIVE



County of Allegheny

DAN ONORATO
CHIEF EXECUTIVE

101 COURTHOUSE ♦ 436 GRANT STREET
PITTSBURGH, PA 15219
PHONE (412) 350-6500 ♦ FAX (412) 350-6512

October 27, 2005

Honorable Council President and Council Members
Allegheny County Council
119 Courthouse
Pittsburgh, PA 15219

Dear Council Members:

Please find the attached resume of Dr. Susan Gove whom I am recommending for appointment to the Children, Youth and Families Advisory Board. Dr. Gove would fill a vacancy on the Board and her term will expire three years from the date she is confirmed.

The purpose of the Board is to aid and assist the Department of Human Services and the Administrator in the planning, development and implementation of services for children, youth and families in Allegheny County.

Dr. Gove is the CEO and Founder of the Gove Group, Inc., a Pittsburgh based company specializing in planning and implementing strategic successes. Her strengths lie in assisting companies to define their goal, planning for implementation and produce desired outcome deliverables.

I appreciate your consideration, and ask you to act on this appointment as quickly as possible. Dr. Gove will make herself available for review before the appropriate committee if members of Council wish to speak with her.

Sincerely,

Dan Onorato

cc: Dr. Susan Gove



1 of 5

Susan E. Gove, Ph.D.

Susan E. Gove is the CEO and Founder of the Gove Group, Inc., a Pittsburgh based company specializing in planning and implementing strategic successes. From strategic planning, to writing and editing, to curriculum development, training and conference planning, the Gove Group helps organizations to communicate more effectively. Dr. Gove began the company in 1989, and since then has worked in various locations throughout the United States. Her clients range from Fortune 500 companies to small businesses to non-profits. Work has covered a variety of subjects, including legal issues, human resource topics, medical concerns, fleet management technologies, graphic arts industry needs, software documentation management, market survey and analysis, and education training methodology. Her strengths lie in assisting companies to define their goal, planning for implementation, and produce desired outcome deliverables.

Dr. Gove also is the owner of The Gove Business Center. The Center houses shared office space and support for 22 entrepreneurial professional services companies. The Center is a new business model for the 21st century, offering business growth seminars, peer support, networking opportunities, and a mentoring program.

Dr. Gove was honored with the very prestigious *YWCA Tribute to Women Award in Business in Industry* in 2000.

Dr. Gove received her Ph.D. in Curriculum & Supervision from the School of Education, University of Pittsburgh in 1983. Her B.S. and M.Ed. in Elementary Education are from California State College, California, PA. She has extensive teaching experience at the university and elementary education levels and has been active in staff development. She has held teaching positions at California University of PA and at the Community College of Allegheny County, teaching both undergraduate and graduate level courses. She has also taught in the public school systems of Pennsylvania. Dr. Gove has done considerable work in curriculum development, ranging from co-authoring a textbook for Westinghouse nuclear power plant technicians on quality control/quality assurance to developing a job-readiness program for summer youth workers. She has also written and spoken on a variety of educational issues.

Dr. Gove is a board member of the Business Advisory Board of the Community College of Allegheny County's Institute of Advanced Technology, the MBA Advisory Board of Chatham College, the Women and Girls Foundation of SWPA, and the Homeless Children's Education Fund. She is the Past-President of the Executive Women's Council and has served as President of the Pittsburgh Chapter of the National Association of Female Executives and Vice President of Fund Development for the Women's Leadership Assembly. Dr. Gove is a very strong supporter of the Bethlehem Haven Shelter (serving as chair of their annual fund-raiser) and of the Mt. Washington Food Bank. She also founded and is the Past-President of the Greater Pittsburgh Champions Group of Canine Companions for Independence.

Gove Group, Inc. • Gove Business Center • 226 Paul Street • Pittsburgh, PA 15211 • www.gove.org

SUSAN E. GOVE, PH.D.

Gove Group, Inc.
Gove Business Center
226 Paul Street
Pittsburgh, PA 15211

245
(412) 431-5087
(412) 431-5214
sgove@gove.org
www.gove.org

CAREER SUMMARY

Competent Project Manager

- Skilled in project strategic plan development & implementation
- Experienced in efficient budget development & control
- Proficient in human resource management
- Efficient in problem solving and crisis control

Effective Communicator

- Qualified staff development instructor
- Accomplished in design and delivery of dynamic programs
- Proven successful in counseling and team building
- Management and union representative in public and private sectors

Skilled Researcher, Author

- Innovative in curriculum development
- Experienced in preparation of administrative reports
- Successful in grant procurement

EXPERIENCE SUMMARY

BUSINESS DEVELOPMENT

November 1997
to Present

The Gove Business Center

Owner. Converted an abandoned convent to create a professional business center. This model for the 21st century enables small business owners to collaborate on projects, share business information, learn from one another, and work in an energized, creative atmosphere. Building has 30 offices and conference rooms. Mission is to assist small businesses, especially women-owned, to flourish. Business seminars and individual assistance complement the collaborative work of the tenant businesses.

Pittsburgh, PA

October 1989
to Present

The Gove Group, Inc.

President/CEO. Prepare written materials in a reader-friendly format: writing, editing and curriculum development. Develop and produce training programs for business and educational entities. Design and implement seminars and conferences. Develop program curriculum, enlist speakers, secure conference facilities, prepare advertising brochures, devise mailing lists, and prepare all accompanying materials.

Pittsburgh, PA

May 1987
to October 1989

ADMINISTRATION

Department of General Services, City of Pittsburgh

Assistant Director. Directed a department of 280 employees in the performance of citywide services including fleet management, building operation, and purchasing. Had \$22 million operating budget. Handled all personnel matters.

Pittsburgh, PA

April 1985
to May 1987

Labor Relations, City of Pittsburgh

Administrator. Advised management in labor relations matters with 9 unions representing 5,500 employees. Negotiated contracts. Resolved third level grievances. Developed the City's Discipline Policy Manual. Started labor-management committees in all departments.

Pittsburgh, PA

Susan E. Gove, Ph.D.

3 of 5

January 1982
to June 1988

Educational & Management Consultants, Inc.
Consultant. Developed training manuals for private industry. Represented various governmental agencies in all aspects of labor relations matters.
Jeannette, PA

September 1980
to May 1983

Office of the Provost, University of Pittsburgh
Graduate Assistant. Worked part time in the Provost's Office while completing related advanced studies. Designed a *Meet and Discuss* program for Pennsylvania school districts. Assisted in development of a labor relations program. Reviewed Affirmative Action Policies. Prepared the Provost's newsletter to the university's faculty.
Pittsburgh, PA

July 1974
to September 1980

Central Greene Education Association
President; Chief Negotiator; Grievance Chairperson.
Represented teachers during three successive contract negotiations.
Waynesburg, PA

INSTRUCTION

January 1991
to May 1993

California University of PA
Instructor. Taught graduate and undergraduate classes. Supervised and instructed Elementary Education Student Teachers in assigned schools; teach weekly practicum. Oriented and advised Cooperating teachers; taught "Conferencing Skills" segment of the Cooperating Teacher Training Program.
California, PA

Summer 1984
Fall 2000

University of Pittsburgh
Instructor. Doctoral level course in collective bargaining. Undergraduate HR course.
Pittsburgh, PA

September 1980
to April 1985

Community College of Allegheny County
Instructor. Taught reading and study skills courses at two campuses. Diagnosed learning problems. Designed, piloted, and revised courses of study for Integrated Block Program. Worked with Dislocated Workers Program.
Pittsburgh, PA

January 1974
to September 1980

Central Greene School District
Teacher. Kindergarten and Second Grade. Analyzed and proposed improvements in reading program. Developed and implemented programs for child care and spelling curricula. Instructed faculty in new language arts programs. Implemented pilot programs in math and language arts. Served on district curriculum committee.
Waynesburg, PA

June 1979
to August 1979

Youth Development Center of Pennsylvania
Teacher. Taught reading classes to juvenile offenders.
Waynesburg, PA

EDUCATION

Ph. D.	University of Pittsburgh	1983	Curriculum & Supervision
M. Ed.	California State College, PA	1977	Elementary Education
B. S.	California State College, PA	1972	Elementary Education

Leadership Pittsburgh XVII 2001

Susan E. Gove, Ph.D.

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AWARDS

YWCA Tribute to Women, Business and Industry 2000

**PUBLICATIONS
& PRESENTATIONS**

A Case Study: Group Interaction of a Pennsylvania Teacher Strike During the 1970's. Doctoral dissertation.

"Children Succeeding in School" A presentation at the Building Partnerships for Stronger Communities 2003 Annual Conference

Quality Assurance/Quality Control: A Course Designed as Part of the Curriculum in Nuclear Service Technology. A self-paced instruction program for Westinghouse Corporation nuclear power personnel.

YouthWorks '96 - Student Guide; YouthWorks '96 - Facilitator's Manual;

YouthWorks '96 - Employer's Guide. Pre-employment training program for summer youth workers and for supervisors who employ them

Conferencing Skills for Supervisors of Student Teachers. Presentation for classroom teachers who work with California University of PA.

Schools and Strikes: Creating a New Understanding Between Teachers and Management Through a System of In-Service Continuing Education. Presentation at a National Adult Education Conference.

Act 195 Overview and Review. Presentation at a Beaver County Intermediate Unit Workshop for Pennsylvania School Board Directors.

Kindergarten Curriculum Guide of the Central Greene School District.

Supervision Skills for Cooperating Teachers. Training modules for classroom teachers who supervise student teachers.

Workforces for Tomorrow - TODAY. Publication in *Graphic Network*, a graphics industry publication.

Susan E. Gove, Ph.D.

5 of 5

**ASSOCIATIONS
& BOARDS**

**Community College of Allegheny County, Institute of Advanced
Technology, Business Advisory Board
Board Member**

**Homeless Children's Education Fund
Board Member**

**Chatham College MBA Advisory Board
Board Member**

**Women and Girls Foundation of SWPA
Acting President**

**Executive Women's Council
Past-President**

**Mt. Lebanon Parks Advisory Board
Board Member**

**VOLUNTEER
WORK**

Bethlehem Haven Women's Shelter. Chair Annual Fundraiser

**Mt. Washington Community Food Bank. Coordinate donations of clothing
and toys for children in Mt. Washington and Duquesne Heights**

**Canine Companions for Independence, Greater Pittsburgh
President and Founder of Pittsburgh Group**

Leukemia Society. Door to door collections for many years

American Cancer Society Door to door collections

National Kidney Foundation of Western PA. Volunteer

YWCA. Committee Chair, 2001 Board of Directors Nomination Committee

ATHENA AWARD. Committee member



OFFICE OF THE COUNTY COUNCIL
County of Allegheny

ROOM 119 • 436 GRANT STREET • PITTSBURGH, PENNSYLVANIA 15219
412.350.6490 • 412.350.6499 (FAX)

RICH FITZGERALD
DISTRICT 11
PRESIDENT

November 16, 2005

CHARLES MARTONI
DISTRICT 8
VICE-PRESIDENT

JOHN DEFAZIO
AT-LARGE

Susan E. Gove, PH.D.
Gove Group, Inc.
Gove Business Center
226 Paul Street
Pittsburgh, PA 15211

DAVE FAWCETT
AT-LARGE

RON FRANCIS, JR.
DISTRICT 1

Dear Dr. Gove:

JAN REA
DISTRICT 2

This is to inform you that an Appointment Review Committee Meeting has been scheduled for 4:00 PM, **Wednesday, November 23, 2005** in Conference Room One, 119 County Courthouse.

EDWARD J. KRESS
DISTRICT 3

DOUG PRICE
DISTRICT 4

Your presence has been requested to discuss your nomination for appointment to the Children, Youth and Families Advisory Board.

VINCE GASTGBER
DISTRICT 5

If you have any questions regarding this please contact me at 412-350-6495

JOAN CLEARY
DISTRICT 6

EILEEN WATT
DISTRICT 7

Sincerely,

C.L. JABBOUR
DISTRICT 9

**WILLIAM RUSSELL
ROBINSON**
DISTRICT 10

John Mascio
Chief Clerk
Allegheny County Council

RICH NERONE
DISTRICT 12

BRENDA FRAZIER
DISTRICT 13

JM/fb

JOE CATANESE
CHIEF OF STAFF

JOHN MASCIO
CHIEF CLERK



JOHN DeFAZIO, AT- LARGE
County of Allegheny

ROOM 119 • 436 GRANT STREET • PITTSBURGH, PENNSYLVANIA 15219
412.350.6516 • 412.350.6499 (FAX)
JDEFAZIO@COUNTY.ALLEGHENY.PA.US

December 14, 2005

Susan E. Gove, PH.D.
Gove Group, Inc.
Gove Business Center
226 Paul Street
Pittsburgh, PA 15211

Dear Dr. Gove:

This is to inform you that at the Regular Meeting of Allegheny County Council held on December 6, 2005, Council approved your appointment to serve as a member of the Children, Youth and Families Advisory Board for a term to expire three years from the approval date of this appointment.

Congratulations on your appointment and best of luck in this undertaking. We look forward to receiving your recommendations and stand willing to assist you in any way you believe appropriate.

Sincerely,

John DeFazio
At-Large Representative

JD/fb

OFFICE OF THE COUNTY COUNCIL