

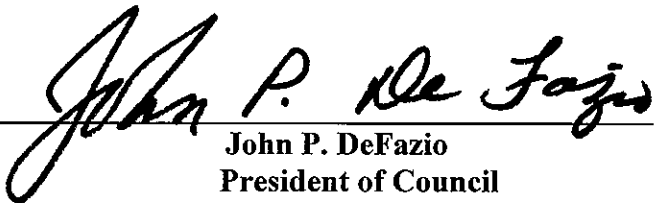
APPOINTMENT

Approving the reappointment of Ms. Susan Gove to serve as a member of the Children, Youth and Families Advisory Committee, for a term to expire on December 31, 2017.

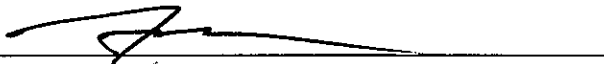
SPONSORED BY CHIEF EXECUTIVE FITZGERALD

In Council DEC. 16th, 2014.

Read and approved by Motion of Council.



John P. DeFazio
President of Council

Attest: 

Jared Barker
Chief Clerk
Allegheny County Council

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

November 13, 2014

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

Dear Members of Council:

Please find the attached resume of Ms. Susan Gove whom I am recommending for reappointment to the Children Youth and Families Advisory Committee.

The Children Youth and Families Advisory Committee are responsible for reviewing and making recommendations pertaining to the county children and youth social service program and the operation of the county agency. I am recommending that Ms. Gove serve a term to expire on December 31, 2017.

Ms. Gove is currently the President and CEO of the Gove Group. She received both her bachelor and master's degrees in Elementary Education from California State College. In addition she also received a doctorate degree in curriculum and supervision from the University of Pittsburgh.

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

Sincerely,

Rich Fitzgerald
Allegheny County Executive

NOV13'14 11:30AM

ALLEGHENY COUNTY

CC: Ms. Susan Gove

COUNCIL

OFFICE OF THE COUNTY EXECUTIVE

101 COURTHOUSE • 436 GRANT STREET • PITTSBURGH, PA 15219 • PHONE (412) 350-6500 • FAX (412) 350-6512
WWW.ALLEGHENYCOUNTY.US • EXECUTIVE@ALLEGHENYCOUNTY.US

SUSAN E. GOVE, PH.D.

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

(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 project creation and management
- Efficient in problem solving and crisis control

Effective Communicator, Teacher

- 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

October 1989
to Present

Gove Group, Inc.

Pittsburgh, PA

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.

November 1997
to Present

Gove Business Center

Pittsburgh, PA

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.

ADMINISTRATION

May 1987
to October 1989

Department of General Services, City of Pittsburgh

Pittsburgh, PA

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.

April 1985
to May 1987

Labor Relations, City of Pittsburgh

Pittsburgh, PA

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.

Susan E. Gove, Ph.D.

- January 1982
to June 1988 **Educational & Management Consultants, Inc.** Jeannette, PA
Consultant. Developed training manuals for private industry. Represented various governmental agencies in all aspects of labor relations matters.
- September 1980
to May 1983 **Office of the Provost, University of Pittsburgh** Pittsburgh, PA
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.
- July 1974
to September 1980 **Central Greene Education Association** Waynesburg, PA
President; Chief Negotiator; Grievance Chairperson.
Represented teachers during three successive contract negotiations.

INSTRUCTION

- 2011 - present **Point Park University** Pittsburgh, PA
Visiting Professor. i3 science research grant project manager.
- 2006-2008 *Instructor.* Teach graduate classes in Administration and Supervision of Adult Education.
- January 1991
to May 1993 **California University of PA** California, 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.
- Summer 1984
Fall 2000 **University of Pittsburgh** Pittsburgh, PA
Instructor. Doctoral level course in collective bargaining. Undergraduate HR course.
- September 1980
to April 1985 **Community College of Allegheny County** Pittsburgh, PA
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.
- January 1974
to September 1980 **Central Greene School District** Waynesburg, PA
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.
- June 1979
to August 1979 **Youth Development Center of Pennsylvania** Waynesburg, PA
Teacher. Taught reading classes to juvenile offenders.

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.

AWARDS

- Pennsylvania's 50 Best Women in Business 2006
- 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.

Kids Get It. A book teaching children how to be energy efficient.

Boys & Girls Common Skills. A series of 8 booklets (ages birth to 8) listing skills children should attain.

"Children Succeeding in School" A presentation at the Pennsylvania Child Care Association 2003 Annual Conference

"School Readiness: What We Should Know and Be Able to Do" A presentation at the Pennsylvania Child Care Association 2005 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.

**ASSOCIATIONS
& BOARDS**

Allegheny County Children Youth & Family Advisory Board
Board Member

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

Sustainable Pittsburgh
Former Board Member

Chatham College MBA Advisory Board
Former Board Member

Women and Girls Foundation of SWPA
Former Board Member

Executive Women's Council
Past-President

Mt. Lebanon Parks Advisory Board
Former 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
Past-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



COUNTY OF ALLEGHENY

OFFICE OF THE COUNTY COUNCIL

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PHONE (412) 350-6490 • FAX (412) 350-6499

COUNCIL@COUNTY.ALLEGHENY.PA.US

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December 17, 2014

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

Dear Ms. Gove:

This is to inform you that at the Regular Meeting of Allegheny County Council held on December 16, 2014 Council approved your reappointment to serve as a member of the Children, Youth and Families Advisory Committee, for a term to expire on December 31, 2017.

Congratulations on your reappointment 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,

Jan Rea, Appointment Review Committee Chair
Allegheny County Council

cc: Walter Howard Smith, Jr., Ph. D., Deputy Director, Office of Children, Youth and Families,
Allegheny County Department of Human Services

JR/sb