

Bill No. 2684-09

## **APPOINTMENT**

Approving the reappointment of Susan Gove to serve as a member of Children Youth and Families Advisory Committee for a term to expire on December 31, 2011.

In Council April 7, 2009.

**Read and approved by Motion of Council.**



Rich Fitzgerald  
President of Council

Attest: John Mascio  
John Mascio  
Chief Clerk of Council



# COUNTY OF ALLEGHENY

4684-09

## OFFICE OF THE COUNTY EXECUTIVE

101 COURTHOUSE • 436 GRANT STREET

PITTSBURGH, PA 15219

PHONE (412) 350-6500 • FAX (412) 350-6512

WWW.ALLEGHENYCOUNTY.US

DAN ONORATO  
COUNTY EXECUTIVE

ALLEGHENY COUNTY COUNCIL

February 26, 2009

'09 FEB 26 AM11:56

Honorable President and 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 reappointment to the Children Youth and Families Advisory Committee.

The Children Youth and Families Advisory Committee is 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 Dr. Gove serve another three year term to expire on December 31, 2011.

Dr. Gove is the President and CEO of the Gove Group, an organization that specializes in helping plan and implement for strategic success. Dr. Gove assists companies in their efforts to educate their employees, clients, prospective clients, association members and others who strive to improve employee performance, and ultimately achieve superior client satisfaction.

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  
Allegheny County Executive

# **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](mailto:sgove@gove.org)  
[www.gove.org](http://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

#### **The 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

#### **The 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	<b>Educational &amp; Management Consultants, Inc.</b> <i>Consultant.</i> Developed training manuals for private industry. Represented various governmental agencies in all aspects of labor relations matters.	Jeannette, PA
September 1980 to May 1983	<b>Office of the Provost, University of Pittsburgh</b> <i>Graduate Assistant.</i> Worked part time in the Provost's Office while completing related advanced studies. Designed a <i>Meet and Discuss</i> 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	<b>Central Greene Education Association</b> <i>President; Chief Negotiator; Grievance Chairperson.</i> Represented teachers during three successive contract negotiations.	Waynesburg, PA

### **INSTRUCTION**

January 2006 to present	<b>Point Park University</b> <i>Instructor.</i> Teach graduate classes in Administration and Supervision of Adult Education.	Pittsburgh, PA
January 1991 to May 1993	<b>California University of PA</b> <i>Instructor.</i> 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	<b>University of Pittsburgh</b> <i>Instructor.</i> Doctoral level course in collective bargaining. Undergraduate HR course.	Pittsburgh, PA
September 1980 to April 1985	<b>Community College of Allegheny County</b> <i>Instructor.</i> 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	<b>Central Greene School District</b> <i>Teacher.</i> 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	<b>Youth Development Center of Pennsylvania</b> <i>Teacher.</i> 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.**

<b>AWARDS</b>	<b>Pennsylvania's 50 Best Women in Business</b>	<b>2006</b>
	<b>YWCA Tribute to Women, Business and Industry</b>	<b>2000</b>
<b>PUBLICATIONS &amp; PRESENTATIONS</b>	<p><b><i>A Case Study: Group Interaction of a Pennsylvania Teacher Strike During the 1970's.</i></b> Doctoral dissertation.</p>	
	<p><b><i>Boys &amp; Girls Common Skills.</i></b> A series of 8 booklets (ages birth to 8) listing skills children should attain.</p>	
	<p><b><i>"Children Succeeding in School"</i></b> A presentation at the Pennsylvania Child Care Association 2003 Annual Conference</p>	
	<p><b><i>"School Readiness: What We Should Know and Be Able to Do"</i></b> A presentation at the Pennsylvania Child Care Association 2005 Annual Conference</p>	
	<p><b><i>Quality Assurance/Quality Control: A Course Designed as Part of the Curriculum in Nuclear Service Technology.</i></b> A self-paced instruction program for Westinghouse Corporation nuclear power personnel.</p>	
	<p><b><i>YouthWorks '96 - Student Guide; YouthWorks '96 - Facilitator's Manual; YouthWorks '96 - Employer's Guide.</i></b> Pre-employment training program for summer youth workers and for supervisors who employ them</p>	
	<p><b><i>Conferencing Skills for Supervisors of Student Teachers.</i></b> Presentation for classroom teachers who work with California University of PA.</p>	
	<p><b><i>Schools and Strikes: Creating a New Understanding Between Teachers and Management Through a System of In-Service Continuing Education.</i></b> Presentation at a National Adult Education Conference.</p>	
	<p><b><i>Act 195 Overview and Review.</i></b> Presentation at a Beaver County Intermediate Unit Workshop for Pennsylvania School Board Directors.</p>	
	<p><b><i>Kindergarten Curriculum Guide of the Central Greene School District.</i></b></p>	
	<p><b><i>Supervision Skills for Cooperating Teachers.</i></b> Training modules for classroom teachers who supervise student teachers.</p>	
	<p><b><i>Workforces for Tomorrow - TODAY.</i></b> Publication in <i>Graphic Network</i>, a graphics industry publication.</p>	

**Susan E. Gove, Ph.D.**

**ASSOCIATIONS  
& BOARDS**

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

**Allegheny County Children Youth & Family Advisory Board**  
*Board Member*

**Sustainable Pittsburgh**  
*Board Member*

**Chatham College MBA Advisory Board**  
*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**  
119 COURTHOUSE · 436 GRANT STREET  
PITTSBURGH, PA 15219  
PHONE (412) 350-6490 · FAX (412) 350-6499  
COUNCIL@COUNTY.ALLEGHENY.PA.US  
WWW.COUNTY.ALLEGHENY.PA.US/COUNCIL

March 11, 2009

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

Dear Dr. Gove:

This is to inform you that an Appointment Review Committee Meetings have been scheduled for **4:00 PM, Thursday, March 26, 2009** and **4:00 PM Wednesday, April 1, 2009** in Conference Room One, 119 County Courthouse.

Committee Chair John DeFazio requests your presence at either of the meetings to discuss before the committee your nomination by the Chief Executive for appointment/reappointment to the Children Youth and Families Advisory Committee.

Please contact Fomeeka Bey Darwin at 412-350-4303 to inform her of which meeting you will be able to attend.

Sincerely,

John Mascio  
Chief Clerk  
Allegheny County Council

JM/fbd



# COUNTY OF ALLEGHENY

## OFFICE OF THE COUNTY COUNCIL

119 COURTHOUSE • 436 GRANT STREET

PITTSBURGH, PA 15219

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

COUNCIL@COUNTY.ALLEGHENY.PA.US

WWW.COUNTY.ALLEGHENY.PA.US/COUNCIL

April 30, 2009

Dr. Susan Gove  
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 April 7, 2009, 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, 2011.

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 Mascio  
Chief Clerk  
Allegheny County Council

JM/fb