Strategic Plan

2016-2018

Ottawa County

Food Policy Council

www.OttawaFood.org

Updated September, 2016

The Ottawa County Food Policy Council (OCFPC) is a collaboration of local agencies and individuals who exist to ensure all Ottawa County residents have access to healthy, local, and affordable food choices. The OCFPC consists of members from a variety of backgrounds; including local public health, United Way, food pantries, human service organizations, food security advocates, MSU Extension, Feeding America West Michigan, farmers, and many others.

Background

In 2009, Michigan led the nation in unemployment. At the same time, Ottawa County led the state with a 57.7% increase in the number of households receiving SNAP food assistance. County-wide, schools were reporting a 30% increase in the number of students eligible for free and reduced lunch. Requests for food assistance rose to the third most often sought referral on the 211 information line.

Upon reviewing this data, the Ottawa County Department of Public Health (OCDPH) held a meeting with key stakeholders and agencies who had a vested interest in examining needs, gaps and strategies related to food insecurity in the community. All meeting participants agreed food insecurity was an issue in Ottawa County that needed to be addressed. The OCDPH then applied for and received a Building Healthy Communities grant through the Michigan Department of Community Health (MDCH) to develop a food policy council. The council was responsible for implementing policies and/or environmental changes that increased access to fresh affordable food for low income populations. The first official meeting of the Ottawa County Food Policy Council (OCFPC) was held on March 24, 2011.

In the fall of 2011, the OCFPC conducted a Food Insecurity Needs Assessment which sought the opinions of both food resource clients and food resource providers. Based on analysis of the data, the OCFPC developed a Strategic Plan; establishing six priorities to be addressed from 2012 to 2015. These priorities included:

- improving the level of cooperation between food resource providers;
- improving food quality in the non-profit food distribution system;
- increasing food resources to meet dietary restrictions, health/medical conditions, and ethnic preferences;
- expanding access to farmers markets;
- addressing food availability issues for children outside of school;
- and strengthening the OCFPC.

The OCFPC membership grew significantly from 2012 to 2015, and there are currently more than 40 organizations involved in the work of the OCFPC. Through a variety of existing and new community partnerships, the council successfully met the goals identified in its first Strategic Plan.
For more information about these efforts, visit www.OttawaFood.org.

2016-2018 Strategic Plan

In the spring of 2015, OCFPC members began developing the 2016-2018 Strategic Plan. Data was reviewed from the 2014 Ottawa County Behavioral Risk Factor Survey, 2015 Community Health Needs Assessment, 2015 Community Needs Assessment Household Survey, and the 2013 Feeding America Hunger Study. Further, OCFPC members collected data using the 2015 Ottawa County Food Policy Council Community Survey and the 2015 Ottawa County Food Resource User Survey. In addition, members conducted interviews with a variety of stakeholders including economic development professionals, food resource users, and other key informants; including food resource staff members and Community SPOKE members.

Consideration in developing this plan was also given to the priorities identified in the 2015 Ottawa County Community Health Needs Assessment. During the Community Health Improvement Plan (CHIP) planning process, the topic of healthy behaviors with an emphasis on healthy eating and physical activity was identified as one of the three greatest health needs in Ottawa County. Therefore, in an effort to leverage existing efforts; avoid duplication; and obtain better health outcomes, one strategy of the CHIP is to support the efforts of the Ottawa County Food Policy Council. The work of the OCFPC can help meet the CHIP objectives to increase fruit and vegetable consumption and to increase the amount of people who have enough to eat.

After reviewing data, identifying themes, brainstorming and prioritizing strategies, the OCFPC members established three priority areas to be addressed by the council from 2016 to 2018. These priority areas are the basis of this OCFPC Strategic Plan. For each priority area, this plan provides a clear set of goals and action steps to reach these goals. Resources have been identified to help carry out the action steps, and champions have been designated to ensure the action steps are completed. Finally, achievement measures have been created to keep OCFPC members on schedule and to track the progress of the action steps.

1. Eliminate Hunger in Ottawa County
2. Healthy Eating by All
3. Increase Sourcing of Local Food

Priority #1: Eliminate Hunger in Ottawa County

Hunger continues to be a concern in Ottawa County. According to the 2015 United Way Household Survey, 12.2% of households have cut the size of meals or skipped meals because there was not enough money for food. This equates to 11,549 households in Ottawa County. Further, according to the 2015 OCFPC Food Resource User Survey, 38.2% of food resource users run out of money for food occasionally; while an additional 34.5% run out of money for food at least once a week.

In addition, 34% of the students in Ottawa County qualified for free or reduced price lunches in 2014. This translates to 15,425 children. It is important to note that some schools in Ottawa County have a much greater need than others. For example, in a handful of schools, more than 75% of the students qualify for free or reduced price lunches.

While a variety of food resources are available in Ottawa County, many people who could benefit from these resources are unaware they exist. For example, according to the 2015 OCFPC Food Resource User Survey, only 11% of food resource users are aware of Double Up Food Bucks (a program that helps low-income individuals stretch their food dollars when purchasing local fruits and vegetables).

The OCFPC envisions a community where there is an available supply of well-balanced meals for all; and where those in need are aware of the food resources available to them.

GOAL *What do we want to accomplish?*	**ACTION STEP** *How are we going to do it?*	**RESOURCES** *What do we have available that will help us achieve it?*	**CHAMPION** *Who is going to make sure we keep active?*	**ACHIEVEMENT MEASURE** *How will we know when we are done? When do we expect to be done?*
1. Support the development of policies that focus on eliminating hunger in Ottawa County.	aa. Research policies that focus on eliminating hunger in Ottawa County.	- Amanda Edmonds - OCDPH - MI Local Food Council Network - Will Play for Food Foundation (WPFF)	- Kara Painter - Lisa Uganski	By April 30 2017, at least three sample policies will be reviewed.

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	ab. Select policy(s) to work toward implementing.	- OCFPC Needs Assessment Data - Data from 1a - WPFF	- Kara Painter - Lisa Uganski	By May 31, 2017, at least one policy will be selected to implement.
	ac. Identify decision makers who need to be engaged.	- Subcommittee members - WPFF	- Kara Painter - Lisa Uganski	By June 30, 2017, at least two decision makers who need be engaged will be identified.
	ad. Advocate for policy change or development.	- Bread for the World - WPFF	- Kara Painter - Lisa Uganski	By July 31, 2017, at least two decisions makers will be contacted to discuss potential policy change.
2. Create greater awareness of food resources to those in need.	aa. Create and implement a county-wide marketing plan to promote available food resources (pantries, Double Up Food Bucks, WIC, free meals, etc.).	- Participating agencies - Kristina Weighmink - Consumers - United Way	Jay Riggs	By January 2018, a county-wide marketing plan to promote available food resources (pantries, Double Up Food Bucks, WIC, free meals, etc. will be created and implemented.
	ab. Create an info list of resources available.	- 211 - Whole Family Connect - OCFPC website - Non-affiliated agencies - Gordie Moeller	OCFPC Subcommittee	By December 2016, one resource list will be created.
	ac. Annually review the resource list in order to ensure its accuracy.	- Community food resource agencies	Lisa Uganski	By December 2017 and 2018, the resource list will be reviewed and updated to ensure accuracy.

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	ad. Promote the OCFPC website, 211 and other programs/technologies to the target population.	-211 - Whole Family Connect -OCFPC website - Non-affiliated agencies -Migrant Resource Council - LAUP - United Way	- Lisa Uganski - OCFPC	By September 2016, the OCFPC will review these resources to make sure they are working for the population served in our county.
	ba. Train the access points (food pantries, service orgs, physicians, and other staff) about food resources available.	- Gordie Moeller - Fair Food Network	Gordie Moeller	By February 2017, food resource information will be sent out to 10 various access points.
	bb. Create a video or other sustainable marketing piece for this training.	- Gordie Moeller - WPFF	- Jay Riggs - Gordie Moeller	By April 2017, a 30 second clip will be created for informational training.
3. Educate the public of the hunger need in our community.	aa. Create an integrated marketing plan to communicate a unified message to the public.	- Marketing specialists - Feeding America - WPFF	- Lisa Uganski -Jay Riggs	By January 2018, a unified message and one marketing plan will be developed and implemented
	ab. Create an annual marketing calendar to highlight the local agencies addressing hunger.	- List of national events/calendar - WPFF - Service organization databases of donors - Chamber - Other "outside the box" organizations	- Feeding America - WPFF	By January 2017, a marketing calendar will be created.

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4. Expand utilization of benefit programs such as Double Up Food Bucks, SNAP, and Project FRESH.	aa. Identify and expand access points for benefit programs.	- WPFF - 211 - Agency on Aging	Gordie Moeller	By November 30, 2016, 5 new access points will be identified.
	ab. Create and implement an outreach plan to connect access points (special focus on seniors).	- Senior Resources of West Michigan - Food resource partners - DHHS - Shari King, SPF	- Gordie Moeller - WPFF	By November 30, 2016 a detailed outreach plan will be created and implemented.
	ba. Explore the feasibility of expanding the Senior Project FRESH program in Ottawa County.	Gordie Moeller	Gordie Moeller	By March 31, 2016, Shari King from Senior Project FRESH will be contacted to check on expanding coupon books given out to seniors.
	bb. If feasible, expand the Senior Project FRESH program in Ottawa County.	- MSU Extension - Gordie Moeller	Gordie Moeller	By Summer 2017, the Senior Project FRESH program will be expanded in Ottawa County
5. **Create a one-stop service center that provides comprehensive food and social services.**	a. Support roll out of Will Play for Food grocery store strategy.	- WPFF - Interagency cooperation	- WPFF - Jay Riggs	By December 2018, one WPFF grocery store strategy will be implemented in Ottawa County.
	b. Enhance existing social service resources to provide more comprehensive services (ex: food pantries that also offer food stamp enrollment).	- Food resource partners - Community Health Workers - DHHS - Gordie Moeller (Kent Co. info)	- Lisa Uganski - Jay Riggs	By December 2017, five new churches and/or food pantries will offer SNAP outreach stations.

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6. Support the efforts of community programs feeding children in need.	aa. Act as a resource for Summer Meal Programs.	OCFPC website	- Amy Sheele - Kara Painter	By September 2016, five summer meal program sites will be supported by the OCFPC.
	ab. Support the expansion of Summer Meal Programs in Ottawa County.	OCFPC website	Amy Sheele	By September 2017, one new site will participate in the Summer Meal Program in Ottawa County. By September 2018, one additional new site will participate in the Summer Meal Program in Ottawa County.
	b. Act as a resource for other local supplemental food programs serving children (including Kids' Food Basket; Manna Meals; Blessings in a Backpack and Hand 2 Hand Ministries).	- OCFPC website - Kids Food Basket	- Lisa Uganski - Amy Sheele - Erik Scholten	By March 2016, one OCFPC representative will serve on the Kids Food Basket Holland Advisory Committee. By June 2017, the needs of local supplemental food programs serving children will be assessed and addressed where possible.
7. Begin looking at ways to extend food life/eliminate food waste in Ottawa County.	a. Develop relationships with farmers, grocers, and/or restaurants.	- WPFF - Ottawa County Environmental Health - West MI Growers Group - Hope College - greenmichigan.org	- Kara Painter - Jay Riggs	By April 2018, a survey on food waste will be conducted with grocers, farmers and restaurants in Ottawa County.

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	b. Collect data regarding the feasibility of extending food life.	- Local farmers - Local restaurants - Ottawa County Environmental Health	Kara Painter	By April 2018, information regarding other counties' and councils' plans to extend food life will be collected.
	c. If feasible, create a subgroup to address the issue.	- WPFF - Ottawa County Environmental Health - West MI Growers Group - Local farmers - Local restaurants - Hope College	Lisa Uganski	By September 2018, a subgroup will be created to focus on extending food life/eliminating food waste in Ottawa County (if feasible).

Priority #2: Healthy Eating by All in Ottawa County

According to the 2014 Ottawa County Behavioral Risk Factor Survey (BRFS), seven in ten adults consume fruits and vegetables less than five times per day. In addition, according to the 2013 Ottawa County Youth Assessment Survey, two-thirds (68.0%) of youth consume fruits and vegetables less than 5 times per day.

Further, according to the OCFPC Food Resource User Survey, 95.3% of food resource users eat less than five servings of fruit and vegetables per day. For this specific population, the biggest barrier to eating fruits and vegetables on a regular basis is cost. In addition, according to the 2015 OCFPC Community Survey, "lack of knowledge about how to prepare/cook healthy meals" was identified as the biggest food problem facing this community today. The OCFPC will work to create environments where healthy food choices are affordable and accessible to all.

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1. Support the development of policies that focus on healthy eating by all in Ottawa County	aa. Research policies that focus on healthy eating by all.	- OCDPH - MI Local Food Council Network - MI Good Food Charter - Healthy Food in Your Community: A Toolkit for Policy Change	Lisa Uganski	By May of each year, sample policies will be reviewed and their relevancy to Ottawa County will be discussed.
	ab. Select policy(s) to work toward implementing.	- OCFPC Needs Assessment Data - Data from 1aa	Lisa Uganski	By May of each year, one healthy eating policy will be selected to implement.

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	ac. Identify decision makers who need to be engaged.	Healthy Food in Your Community: A Toolkit for Policy Change	Lisa Uganski	By July of each year, at least 2 decision makers will be identified.
	ad. Advocate for policy change or development.	- Healthy Food in Your Community: A Toolkit for Policy Change	Lisa Uganski	By December 2018, at least one healthy eating policy will be developed/ implemented.
2. Expand pantry offerings of healthy foods.	aa. Learn about pantries' barriers to offering healthy food choices.	- Food Pantry Contact List - survey questions - Ann Schutt - Stephanie Marino - Jan Hastings	Christi Demitz	By December 2016, at least 10 pantries in Ottawa County will be surveyed on barriers to offering healthy food choices.
	ab. Help pantries resolve these barriers.	- Pantry Resource List, -Sample Healthy Donation Lists - OCFPC Pantry Best Practices Manual	Christi Demitz	By August 2017, resources targeting barriers will be shared with at least 10 pantries.
	b. Encourage pantries to barter/share resources by promoting the use of the OCFPC website forums.	OCFPC Website Forums	Christi Demitz	By July 2017, resources will be shared with at least 10 pantries so they can utilize OCFPC website forums
	c. Promote the adoption of healthy policies at local food pantries.	- OCFPC Healthy Food Pantry Policy -Every Meal Matters Guide -ACCESS of WM	- Christi Demitz - Amy Sheele	By June 2017, 7 additional pantries will adopt healthy policies

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	d. Educate donors about the need for healthier food donations at local food drives.	Sample Healthy Donation Lists	Christi Demitz	Annually through 2018, 2 community wide marketing events promoting healthier food donations will occur during existing food drives.
	e. Continue to collect food donations from shoppers at the Grand Haven Farmers' Market.	- Promotional materials from 2015 program	- Amy Sheele - Christi Demitz	By Fall 2016, a food donation program will be held at the Grand Haven Farmers' Markets.
	f. Implement the Plant-a Row Program or Give a Plant a Home with local farmers/home gardeners.	Previous Plant a Row materials	Lisa Uganski	By Fall 2017, Plant a Row or Give a Plant a Home will be implemented.
	g. Educate local hunters about how to donate to pantries.	- Michigan Dept. of Natural Resources - Michigan's Hunter Education Program - http://www.sportsmenagainsthunger.org/	Lisa Uganski	By Fall 2017, a plan will be developed to educate local hunters.

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3. Increase use of gardens (personal, school, community).	aa. Research which community gardens currently exist in Ottawa County; and how they are used.	- Spectrum Zeeland Hospital - Churches - Char Seise - Facebook	- Lisa Uganski - Barry Andersen - Melissa Roessing	By June 2017, a database for collecting information on local community/school gardens will be developed.
	ab. Connect pantries with community gardens that are willing to donate what is grown.	- Info from 3a - Grand Haven Area Comm. Foundation	Lisa Uganski	By September 2017, at least 5 pantries will be connected to the community garden database as a resource
	b. Provide information/resources for the community on how to plant/grow a garden.	- MSU Extension - Eighth Day Farm - Barry Powerpoint and resources - SmartGardening - MI Gardening	Eighth Day Farm	By December 2016, resources will be identified and collected. By February 1, 2017, a plan for disseminating the resources during the 2017 growing season will be developed.
	c. Support the creation of a garden or a live wall at one local school or day care center.	-kidsgardening.org -Eighth Day Farm/VR Tech site -Ann Gesiakowski, teacher at White Pines Middle School (Courtney Geurink)	Lisa Uganski	By December 2018, one Ottawa County school or day care center will have will have a new garden or live wall.

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4. Promote and expand education of food, cooking, and nutrition.	aa. Determine what types of education/classes are already taking place.	- MSU Extension - Hospitals - Seventh Day Adventist Church - Map 2 Healthy Living	Ann Schutt	By January 2017, a database for collecting information on local education will be developed.
	ab. Promote these classes to the public.	- MSU Extension - Hospitals - Human service agencies - Food resource agencies - Schools - Worksites - Churches	Ann Schutt	By January 2018, a plan for promoting educational classes will be developed.
	ac. Identify gaps in education and determine how to fill them.		Ann Schutt	By June 2017, education gaps will be identified, and a plan to address the gaps will be created.
	b. Support the Macatawa Resource Center in the development and promotion of its teaching kitchen.	The Starting Block	- Pam Zinn - Lisa Uganski	By 2018, the teaching kitchen at the Macatawa Resource Center will be functioning.

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	c. Educate pantry clients about healthier food choices and/or preparing healthy food.	-10 Tips Series for Nutrition Education - Veggie Book - MSU Extension - MRC Kitchen - OCFPC website - Feeding America recipe cards - Simply Give Meijer cookbook - OCDPH – Get Fresh II cookbook	Pam Zinn	By December 2017, 500 recipes/ educational resources will be distributed to pantry clients.
	da. Educate the general public about healthier food choices and/or preparing healthy food.	-10 Tips Series for Nutrition Education - Veggie Book - MSU Extension - MRC Kitchen - OCFPC website - Hospitals	Pam Zinn	By May 2016, an OCFPC Facebook page will be created.
	db. Support the implementation of one Prescription for Health Program.	- OCDPH - North Ottawa Community Health System - MSU Extension - Grand Haven Chamber of Commerce - GH Farmers Market	Amy Sheele	By January 2017, 50 people will be enrolled in the Prescription for Health Program in Grand Haven.
	dc. Partner with organizations to provide incentivized cooking/nutrition education classes for adults and kids. (secure funding, etc.)	- local chefs - MSU Extension - MRC Kitchen	Pam Zinn	By December 2018, 10 new cooking/nutrition classes will be provided.

Priority #3: Increase Sourcing of Local Food

Consumers, businesses, restaurants, and institutions are placing more emphasis on where our food comes from. While Ottawa County has a rich agricultural tradition and is one of the top agriculture producing counties in the state, much of that food produced is consumed elsewhere. This subcommittee will prioritize strategies that build off of other OCFPC work by ensuring that more of the food consumed in food pantries, institutions, and in homes is coming from local farmers and producers. Specifically, this subcommittee will focus on three main areas of work during 2016-2018:

- **Farm to Institution**: Local institutions such as hospitals, K-12 schools, colleges/universities, and assisted living facilities produce thousands of meals a day for their students, patients, staff, and visitors. This food is typically purchased or sourced through any number of large national distributors who serve the food service industry. This subcommittee will work to identify local institutions and encourage them to work towards the Michigan Good Food Charter goal of sourcing 20% of their food from MI by 2020. This will not only ensure that more healthy local options are available, but also directly contribute to the County's local agricultural economy

- **Increase Participation in Community Supported Agriculture (CSA) Programs**: CSAs were one of the first strategies developed by small farmers for connecting with and selling their food directly to consumers. While this model is still popular across the country, West Michigan has seen a dip in the number of CSA shares sold and new CSA farmers. The subcommittee plans to use established models of CSA marketing and branding to elevate the public's knowledge of CSAs and increase participation with local farm programs.

- **Increase Supply from Local Farms:** As the demand for more local food in our homes, restaurants, workplaces, and schools grows, it is imperative that the ability of local farmers to meet that demand also grows. Therefore this subcommittee will focus its work with local farmers on helping them access programs like Hoop Houses for Health which provide innovative funding for season extension infrastructure to ensure supply of local food on a year-round basis. This also includes new models for gleaning more fresh local food for Ottawa County residents who need it most.

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1. Support the development of policies that increase the sourcing of local food.	aa. Keep up-to-date on policies/legislation related to farm to institution.	- Local legislators - OCDPH - MI Local Food Council Network - MSU Center for Regional Food Systems - MSU Extension - Local First	Lisa Uganski	By February 2016, a google/shared document of policies/legislation related to farm to institution will be created. This document will be updated annually.
	ab. Select policy(s) to work toward implementing.	- OCFPC Needs Assessment Data - Data from 1a - Michigan Good Food Charter	Lisa Uganski	By April 2016, at least 1 policy will be identified to work toward implementing.
	ac. Identify decision makers who need to be engaged.	- Roger Victory - Jeff Hansen	Lisa Uganski	By November 2016, at least 2 decision makers who need to be engaged will be identified and contacted.
	ad. Advocate for policy change or development.		Lisa Uganski	By November 2018, at least 1 policy will be implemented that increases the sourcing of local food.

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2. Increase supply of food from local farmers.	aa. Collect data on supply of excess produce available at farms/produce being wasted.	- City of Holland - Farmers	Garrett Ziegler	By April 2016, one farmers' market vendor survey will be created. By June 2016, one farmers' market vendor survey will be conducted. (Repeated annually if necessary)
	ab. Based on data, develop a U-pick donation program and/or a gleaning program.	- West Michigan Growers Group - Gordie Moeller - MSU Extension - Heartside Gleaning Initiative	Garrett Ziegler	By June 2016, one gleaning initiative will be implemented at the GH Farmers' Market. By June 2017, one gleaning initiative will be implemented at the Holland Farmers' Market. By April 2017, two U-pick farms in Ottawa County will be identified to implement a pilot U-pick donation program. By fall 2017, two U-pick farms will engage 50 participants in a U-pick donation program.

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	ba. Collect data and explore the feasibility/need/ interest of implementing the Hoop House for Health (HHFH) program.	- Gordie Moeller - MI Farmers Market Association (MIFMA) - MSU Extension - Local Head Start agencies	- Garrett Ziegler - Gordie Moeller	By March 2016, previously recorded data on farms interested in HHFH program will be compiled.
	bb. Educate farmers on the HHFH program.	- Gordie Moeller - MIFMA - MSU Extension	Garrett Ziegler	By fall 2017, farmers at 4 local farmers' markets will be educated about the HHFH program. By April 2017, one HHFH presentation will be provided to the West Michigan Growers Group. By spring 2017, one HHFH training program will be developed to assist farmers/markets with implementation.
	bc. Raise awareness of Head Start agencies , Great Start, WIC, etc. regarding the HHFH program.	Gordie Moeller	Gordie Moeller	By spring 2017, the HHFH program will be promoted to at least three schools and at least five Head Start/Great Start preschools.

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	bd. Implement trainings and educational workshops for farmers on how to start HHFH program.	- MIFMA - MSU Extension	Garrett Ziegler	By spring 2017, one training workshop will be provided for farmers.
3. Expand a Farm to Institution distribution system (School, Restaurant).	aa. Identify the barriers to expanding a food hub into Ottawa County.	- GR Food Hub - Farm Link - MI Farm to Institution Network - Cultivate MI	Garrett Ziegler	By May 2016, WM Farmlink will speak at a Local Food Subcommittee meeting. By June 2016, barriers to expanding a food hub into Ottawa County will be identified. (ongoing)
	ab. Raise Awareness of existing alternative local food distributors (Farmlink, Cherry Capital Foods, etc.)	- GR Food Hub - Farm Link - MI Farm to Institution Network - Cultivate MI	Garrett Ziegler	By spring 2017, at least one meet and greet event for local institutions in Ottawa county will be hosted (Cherry Capital and/or WM Farmlink)
	b. Encourage Ottawa county institutions to use cultivate Michigan Tracking system and purchasing materials	- GR Food Hub - Farm Link - MI Farm to Institution Network - Cultivate MI	Garrett Ziegler	By April 2016, a list of institutions by sector will be compiled in a Google doc. By fall 2016, ten new institutions will register on the Cultivate Michigan website.

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	c. Increase usage of OCFPC website forum for farmers and institutions to communicate with each other.	- Web Tecs - Lisa Uganski	Lisa Uganski	By fall 2016 (and ongoing annually), the OCFPC website forum will be promoted to at least 15 farmers and institutions.
4. Expand utilization of Community Supported Agriculture (CSAs).	a. Collaborate with MSU Extension to expand the CSA marketing model to Ottawa County.	- MSU Extension - Local First - West MI Growers Group - United Way - Chambers of Commerce	Garrett Ziegler	By Spring 2017, one CSA outreach event will be held in Ottawa County. By December 2017, at least one new CSA will be set up at an Ottawa County worksite/business.
	b. Replicate Kent County CSA to Pantry Project in Ottawa County (dependent on funding from MHE/local foundations)	-MSU Extension -Access of West Michigan -West Michigan Growers Group -	-Garrett Ziegler, MSU Extension -Subcommittee Chairs	By December of 2016 two pantries/food providers and two farms will be chosen to participate. By Summer/Fall 2017 60 half CSA shares will be distributed during the season to 60 different families of need in Ottawa county. This will be accompanied by below cooking curriculum.

GOAL *What do we want to accomplish?*	**ACTION STEP** *How are we going to do it?*	**RESOURCES** *What do we have available that will help us achieve it?*	**CHAMPION** *Who is going to make sure we keep active?*	**ACHIEVEMENT MEASURE** *How will we know when we are done? When do we expect to be done?*
	Ba. Develop "Cooking your CSA" curriculum to be used in CSA to Pantry project as well as in CSA to Worksite programs	-MSU Extension	-Garrett Ziegler, Stephanie Marino, HNI Program Instructor	By Spring 2017 a "cooking your CSA" curriculum will be created to accompany CSA distribution.
	Bc. Equip participating pantries with Bridge Card readers for 2018 Season	-MSU Extension -MIFMA -Access of West Michigan -Fair Food Network	-Garrett Ziegler -Gordie Moeller	-By December 2017 two participating pantries/emergency food providers will be equipped to accept bridge cards/double-up for CSA shares during year two.