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December 6, 2018

City Council of Rapid City
300 6th Street
Rapid City, SD 57701

Dear Members of the City Council:

On behalf of the Community Health Center of the Black Hills, I appreciate your willingness to review our request. In 2017, we were awarded **\$523,406** in Vision Funds for the completion of a shelled space within our clinic for expansion of our mental health capabilities. We begin construction in January and are recruiting now for a psychiatric nurse practitioner to staff it. Once operational, this will greatly expand our ability to integrate mental health services and allow us to better serve the approximately 14,000 local residents we serve. Most of these individuals are low income.

We had six general contractors bid this project, and all of the bids were quite close to one another. Ultimately, our low bid for the completion of the mental health pod was **\$309,400**.

Concurrently to constructing this mental health pod, we would like to add an approximately 3,000 square foot medical storage facility on our property as well. We have completed designs on that and added it to our bid requests as an alternate. The costs for construction of the medical storage facility came in at **\$159,900**.

This cold storage facility is intended to house our paper medical records for approximately 110,000 individuals. These paper records are primarily from years previous to our transitioning to an electronic medical record. Currently, we rent six separate storage units (and two different sites) to house these files at a cost of approximately \$15,000 annually. Obviously, we are looking at a more affordable way to house these records, as well as importantly having them much more accessible for retrieval than we have now. State law requires us to maintain medical records for seven years for adults and 21 years for pediatric patients.

Given that the total cost for both of these facilities combined is **\$469,300**. We are requesting approval to add the medical storage project to our original allocation of Vision Funds. We have completed the application for this year's Vision Funds for the medical record facility, but we understand that there are a great number of worthy projects. If funds from last year's award could be used, we could remove this project from the running for the 2019 Vision Fund allocations.

Again, I appreciate your willingness to entertain this request. If there's more information I can provide or detail, please let me know. As always, we appreciate the City's support in helping us meet the health care needs of the underserved in our community.

Sincerely,



Tim Trithart
Chief Executive Officer