



**COLUMBIA ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, JANUARY 31, 2023**

The Columbia Administrative Policy Committee conducted a meeting on Tuesday, January 31, 2023 at City Hall (Mayor’s Conference Room), 1737 Main Street, Columbia, South Carolina. The Honorable Edward H. McDowell, Jr. called the meeting to order at 11:00 a.m.

Attendee Name	Title	Status
Edward H. McDowell	Chair	Present
Aditi Bussells	Member	Present
Daniel J. Rickenmann	Member	Present

COMMITTEE DISCUSSION

1. Boards and Commissions Handbook - Ms. Pam Benjamin, Assistant City Manager for Administrative Services

Ms. Pamela Benjamin, CPM, Assistant Manager for Administrative Services provided a breakdown of the city’s current boards and commissions. There are six council standing committees, nine special committees, task forces, and commissions, five land use boards, and 31 external boards and commissions. She recalled that the task was to update the handbook to include the things discussed by this committee.

Mayor Rickenmann suggested adding small descriptions detailing the city’s goals and better explanations about each committee’s function.

Dr. Bussells suggested adding an acknowledgment page confirming that the handbook has been read by appointees.

Councilor McDowell asked about the 30 day time parameter.

Ms. Ashley Jenkins-Woods, Special Projects Coordinator said we now alternate months. During odd months, we advertise vacancies for 30 days. During even months, we appoint to boards that were advertised. The only variance would be if you decide to advertise for longer periods of time or to defer the appointments. This committee decided to keep the application process fresh by not reconsidering people that were previously declined. We’re asking that they reapply.

There was a discussion about the capabilities of Matchboard, terms, merging the Building Board of Adjustments and Appeals with the Property Maintenance Board of Appeals, eliminating the Board of Zoning Appeals for Form Based Codes, changing the name of the Columbia Tree and



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Appearance Commission to the Appearance Commission, website updates to reflect committee name changes, council member rotations on external committees, and reducing the number of members allowed on committees.

There was consensus of the committee to limit committee members to 11 voting members, to notify non-voting and ex-officio members of discontinued service, to have the updated handbook shared with them via email, and to forward the final handbook to Council for the February 17, 2023 meeting with a resolution.

ADJOURNMENT

The meeting was adjourned at 11:55 a.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC
City Clerk