



**ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, JUNE 17, 2025**

CALL TO ORDER

The Administrative Policy Committee conducted a regular meeting on Tuesday, June 17, 2025 at City Hall (Mayor’s Conference Room), 1737 Main Street, Columbia, South Carolina 29201. The Honorable Edward H. McDowell, Jr., Chair called the meeting to order at 11:00 a.m. and the following members were present:

Attendee Name	Title	Status
Edward H. McDowell	Chair	Present
Aditi Bussells	Member	Absent
Peter M. Brown	Member	Present

APPROVAL OF MINUTES

1. October 15, 2024 Administrative Policy Committee Meeting Minutes – *Approved*

Upon a motion made by Mr. Brown and seconded by Mr. McDowell, the Committee voted unanimously to approve the October 15, 2024 Administrative Policy Committee Meeting Minutes.

COMMITTEE DISCUSSION

2. Building Board of Adjustments and Appeals - Ms. Pamela Benjamin, CPM, Assistant City Manager for Administrative Services and Ms. Ashley Jenkins, MPA, Special Projects Coordinator – *Endorse for City Council Consideration.*

Mr. Todd Beirs, Commercial Plans Examiner/ Planning and Development Services explained that the purpose of the Building Board of Appeals and the Building Board of Property Maintenance Appeals is to review cases related to interpretations of building codes. Both contractors and homeowners may bring matters before these boards. He clarified that the Building Board of Appeals cannot override or disregard the building code. The Building Board of Appeals focuses on construction, life safety, fire, and structural concerns. The Property Maintenance Board of Appeals hears appeals on decisions made by the Housing Official or notices of violations of the International Property Maintenance Code, primarily focusing on how buildings are maintained. He recommended keeping the boards separate, noting that overlapping cases are rare and the individuals that lead these boards have expertise in vastly separate fields.



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There was discussion about the process of reviewing cases submitted to the boards; previous Council discussion about board combination; and the requirements for the boards' existence.

There was consensus of the committee to reestablish the Building Board of Appeals; endorse recommendations for the appointment of current applicants; and advertise for vacancies through the current process.

3. Renaming the Minority Business Advisory Council - Ms. Ayesha Driggers, Director of the Office of Business Opportunities – *Endorsed for City Council Consideration.*

Ms. Ayesha Driggers, Director of the Office of Business Opportunities provided an overview of two advisory councils: the Minority Business Advisory Council (MBAC), established in 2013 to collaborate with OBO on procurement, training, and small business issues and the Mentor Protégé Advisory Council (MPAC), established in 2012 to review goals and make recommendations for the Mentor Protégé Program. OBO additionally recommended merging MPAC with the newly named council and to fill two MBAC vacancies with members of a current Mentor Protégé team.

There was consensus of the committee to endorse the renaming of the Minority Business Advisory Council to the Mayor's Small Business Advisory Council and to merge Mentor Protégé Advisory Council with the Small Business Advisory Council.

ADJOURNMENT

The meeting was adjourned at 11:19 a.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC
City Clerk