



pennsylvania
DEPARTMENT OF GENERAL SERVICES

Minichi, Inc.
453 Ziegler Street
Dupont, PA 18641

May 31, 2023

Re: Warning Letter
Public Works Employment Verification Act
Project: SR 3029 over East Branch Wyalusing Creek/Contract 9462
Project: SR 3010 over Pohopoco Creek/Contract 85818
Project: SR 390 over Bridge Creek/Contract 68829

Dear Minichi, Inc.:

This correspondence shall serve as official notice that, as a result of an investigation conducted by the Department of General Services, Minichi, Inc. has been found to be in violation of the Public Works Employment Verification Act (the Act):

5(1) Failed to verify the employment eligibility of a new employee hired after January 1, 2013, through the federal E-Verify Program.

The Act was effective January 1, 2013, and requires every public works contractor and subcontractor to utilize the federal E-Verify Program, operated by the United States Department of Homeland Security, to verify the employment eligibility of new employees hired on or after January 1, 2013. Public works contractors and subcontractors must be in compliance with the Act prior to the award of the contract. An employee hired after the award of the public works contract must be verified within five (5) business days of his or her start date.

By letter dated April 26, 2023, the Department requested Minichi, Inc. provide specific information establishing compliance with the Act on multiple public works contracts. A review of the documentation submitted reveals the information listed in the table below. It is the Department’s conclusion that Minichi, Inc. did not utilize the EVP system to verify new employees in accordance with the Act and is in violation of Section 5(1) of the Act.

	Submitted E-Verify Form	Awarded Public Works Contract by PennDOT	Number of employees not verified	Date employees were verified
Contract 9462	August 27, 2021	August 30, 2021	3	May 22, 2023
Contract 85818	January 14, 2021	January 22, 2021	4	May 23, 2023
Contract 68829	December 10, 2021	December 15, 2021	1	May 16, 2023

This is Minichi, Inc.’s first violation under the Act. As required by Section 6(d)(1) of the Act, 43 P.S. § 167.6(d)(1), this first violation warning letter will be posted to the Department’s publicly accessible website at www.dgs.pa.gov. If Minichi, Inc. fails to comply with the Act or commits subsequent violations thereof, Minichi, Inc. may be subject to civil penalties as well as debarment by the Department as provided for in Section 6 of the Act.

To appeal this determination, you must submit a written request for an administrative hearing setting forth all of the facts upon which the appeal is based, within ten (10) calendar days of the date of this letter, to the Deputy Secretary for Capital Programs, Department of General Services, 1800 Herr Street, Arsenal Building, Harrisburg, PA, 17125. A filing fee of \$100.00, in the form of a certified check or money order payable to the Commonwealth of Pennsylvania Department of General Services, must be enclosed with the request.

Please refer to the Department’s web site, www.dgs.pa.gov, for additional information on the requirements of the Act and the appeal procedures to be followed if Minichi, Inc. requests an administrative hearing. Your cooperation with the Department in complying with the Act is appreciated.

Sincerely,

Rebecca Dombrowsky
Employment Verification Administrator