BUILDING ON OUR RELATIONSHIPS
INTERNAL • EXTERNAL • AND BEYOND
This past November marked my 10th year as president of MWCIA.

As I look back, an obvious and significant part of our growth has been on the technology side with the creation, improvement and delivery of software and systems that have literally transformed our ability to provide quality products and services to our industry.

But it is important to know that it has been on the people side that the real transformation has occurred. Because of our significant technology advancements, our people have been provided with new opportunities to really get to know our members. Now, we not only have the technical capability to quickly address a wide-range of needs and inquiries, we can spend more time to understand their needs on a person-to-person basis. That, in turn, allows us the knowledge and insight we need to go back to our systems and improve them in ways we didn’t even know existed in the past.

Today, we are an association of information and services, yes, but we are also an organization of highly trained workers’ compensation counselors whose primary purpose is to listen to you, then act and deliver.

Of course, it is not only you who benefits. We also have time to work on ourselves, more time to discuss approaches to a given challenge, more time to interact with each other, to learn from each other, to train new staff and to acquaint experienced staff with new ideas. We have time, in other words, to do things in new, effective and efficient ways rather than just relying on the ways “we’ve always done it.”
We’ve also learned to become interdependent as we have never been before. Staff in accounting, for example, may learn something new from operations whose response may give IT an idea for a new program or an enhancement. The point is, none of us operates in a vacuum. We all benefit from each other’s ideas, just as we grow from listening to what our members share with us.

I am extremely proud of the strides we’ve made, but I am even more proud of our staff who has not only been able to adjust to the changes brought by technology, but has learned new and valuable ways to benefit from them and – in many, many cases – has been the lightening rod to propel the technology forward.

We can only dream of where these newfound technologies and capabilities will lead us, but one thing remains certain: As long as our members have a resource they can turn to that is at once technology savvy and receptive to change, we will continue to prosper as an industry.

With that in mind, I’d like to thank you again for your ideas, your trust and your support. It is through you that we are able to achieve our mission:

**AS THE PREFERRED PROVIDER OF QUALITY MINNESOTA WORKERS’ COMPENSATION INFORMATION, WE ARE COMMITTED TO DEVELOPING PRODUCTS, SERVICES AND MARKETS THAT MEET OUR CUSTOMERS’ EVOLVING NEEDS, AND TO PROVIDING A WORK ENVIRONMENT RICH IN OPPORTUNITIES FOR PERSONAL AND PROFESSIONAL GROWTH.**

Sincerely,

Bruce A. Tollefson
President
The Minnesota Workers’ Compensation Insurance market remains strong. The Assigned Risk Plan population continues to shrink with over a 10 percent drop in policies and a 30 percent reduction in premium volume during 2007. Average medical case costs and reserve levels continue to increase, but case frequency is on the decline. Both factors are moving at more gradual rates than in past years. Average carrier loss cost multipliers have increased moderately in recent years, but price levels actually declined slightly in 2006. In general, costs continue to be reasonably predictable overall, and competition remains healthy.
AVERAGE RELATIVE INDEMNITY CLAIM FREQUENCY

Claim frequency reductions continue to provide the foundation for base rate stability. Indemnity claim frequency per $10 million of payroll declined almost 25 percent between the 2001-2005 policy years. This descent slowed somewhat during 2005, but the average annual reduction of 6.5 percent over the time period is significant.
The average cost of lost time medical claims continues to rise, but at a somewhat slower rate. The average annual increase between the 1998-2003 policy years was over 12 percent. The average change from 2000-2005 has been running closer to +8.5 percent per year.
**MEDICAL RESERVE GROWTH**

Medical costs now represent over 60 percent of the Minnesota workers’ compensation claim dollar. Medical loss payments have increased 40 percent in the last five years, but medical reserve growth has been even more precipitous. Year-end 2006 medical reserves were over 88 percent higher than their 2001 counterpart, reaching a level of nearly $1.5 billion.
MEDICAL IBNR RESERVE CHANGES

Much of the medical reserve climb stems from IBNR increases as carriers continue to struggle to predict the scope and range of long-term medical claims. After a significant hike of over 27 percent in 2005, IBNR reserves increased about 7.5 percent in 2006. The average annual growth over the 2001-2006 time period is nonetheless dramatic at 17 percent.
In 2007, Operations Services staff focused on working together to share knowledge and insight that could be applied to our systems to enhance data quality, improve operational processes and provide added-value communications to member carriers.

Some examples are as follows:

**MANAGE USR**

In April 2005, MWCIA announced the release of Manage USR. While available to all member carriers, Manage USR was specifically designed to provide an online view of unit statistical data through the MWCIA website. This web-based application will allow data providers to manage accurate submissions and facilitate the unit statistical correction process.

In April 2007, we made enhancements to the Manage USR application that comprised several reports including the Late USR Report, Carrier Fines Unpaid Report, Policy Verification Report, Expected Cards Report and the Statistical Cards Overdue Report. All are available online allowing member carriers to view the status of their unit statistical report submissions.

In 2008, MWCIA will release ManageUSR Phase II, which will allow carriers to make online corrections to unit statistical reports.
MINNESOTA EXPERIENCE RATING PLAN MANUAL

In 2007, we drafted the Minnesota Experience Rating Plan Manual for publication on our website. This was done as part of our initiative to replace the current Workers’ Compensation manuals with state-specific manuals to enable us to provide the most current and accurate information to our members.

MW CIA WEBSITE REDESIGN

This past year, Operations played a critical role in the redesign of the MWCIA website to be launched in 2008.

SYSTEM INTEGRITY PROJECT TEAM

During the first quarter of 2007, Operations and IT staffs came together to develop a System Integrity Project Team to share information and review opportunities to enhance our system data quality.

The Project started as a series of outside-the-box meetings to examine how MWCIA might increase data integrity, automate manual quality control checks, improve existing production systems, and improve process communication (reports and data quality metrics).

Approximately 50 items were identified, prioritized, and assigned to special teams for recommendations and resolutions. Though many of the initial items have been completed, the System Integrity Project is an ongoing effort.

ONLINE MINNESOTA ASSIGNED RISK PLAN APPLICATION (OAR)

In 2007, Operations participated in a cross-functional team comprised of various stakeholders to draft the requirements and design for an online Minnesota Assigned Risk Plan Application. OAR was successfully implemented on April 1, 2007.
Additional Operations Services projects realized in 2007 include:

**ADVANCE FILING FEE FOR ELECTRONIC FILINGS**

MW CIA, in conjunction with the Minnesota Department of Commerce, has developed a program that allows electronic filings, either through SERFF or the MW CIA Electronic Rate Filing Application, to allow MW CIA to advance the filing fees directly to Commerce. The filing will be immediately processed by Commerce and the carrier will be billed on a quarterly basis by MW CIA for the fees advanced.

**MCPAP CREDIT FACTOR APPLICATIONS**

The MCPAP Credit Factor Application is web-based, allowing a contractor or agent to complete an electronic application.

**ASSIGNED RISK PLAN DEPOP DOWNLOAD AND SEARCH FUNCTIONS**

These MW CIA web-based applications are enhanced to include merit rating information, providing additional and useful information to member carriers and agents.

**MW CIA CROSS INDEX**

The MW CIA website includes a cross index for Minnesota Endorsement and the Workers’ Compensation Insurance Organization (WCIO) WCPOLS Record Type Codes. This cross index allows a carrier to easily determine whether an endorsement contains information required to be reported via WCIO WCPOLS and if so, where the Record Type Code specifications are located in the WCIO WCPOLS manual.

Because one of our most important objectives is to provide timely communications to our members and customers, we remain committed to designing electronic documents that can be posted on our website for quick and easy review.
Some examples of how we communicate with our members, customers and the public are as follows:

- **MWCIA Newsletter**
  Written by MWCIA staff and published on our website, the *quarterly newsletters* are archived back to 1998.

- **MWCIA Circular Letters**
  Written by MWCIA staff and posted on our website, our *Circular Letters* provide official notification of filings that have been approved or orders given by the Department of Commerce as well as many other important notices that have a direct impact on our members and customers.

- **MWCIA Brochures**
  We remain committed to publishing brochures that educate and inform members and customers on specific topics, explain various processes and answer frequently asked questions. Available on our website, sample titles include, “Understanding Experience Rating,” “How To Complete Minnesota’s Workers’ Compensation Assigned Risk Plan Application” and “Minnesota Contractors Premium Adjustment Program.”

- **MWCIA Education and Informational Presentations**
  We continue to explore new ways to reach our members, customers and the business community at large. In this effort, we conducted several presentations to insurance carriers, agents and other interested parties in 2007.

  In addition, we remain a key participant in an ongoing forum that provides information on Workers’ Compensation to Minnesota employees.

  Finally, our Member and Customer Services staff members are involved in a number of agent industry events during which they answer questions and distribute timely information from our MWCIA booth.
The 2008 Ratemaking Report was released on August 14, 2007. As the essential reference product in our industry, we are pleased to get the Ratemaking Report to our members as early as possible, allowing them time to review its findings and determine their own pricing for the coming 12-month cycle.

The pure premium base rate level continues to demonstrate strong stability. Since 2003, the level has experienced five straight decreases, with three of the individual changes less than 2.0%. On average, 2008 base rates are 7.8% lower than their 2003 counterparts.

As displayed in the chart on the next page, the pure premium base rate level decreased 2.6% this year—the fifth decrease in as many years. By specific industry, this breaks down as follows:

- Manufacturing: -1.1%
- Contracting: -5.3%
- Office & Clerical: -9.4%
- Goods & Services: -0.5%
- Miscellaneous: +2.3%
PURE PREMIUM BASE RATE LEVEL CHANGES

Index

2003 2004 2005 2006 2007 2008

Year

Pure Premium Changes

Pure Premium Index
** ACTUARIAL **

MWCIA’s Actuarial and Information Technology departments continue to work hand-in-hand to develop and refine valuable resources for the industry. From internal research and production software, such as TRACER and XRAY, to external tools like ARROW and ACCEDE, Actuarial staff continues to pursue more efficient methods to collect and analyze carrier data.

** ARROW **

ARROW is a web-based product allowing carriers to perform queries against their own statistical plan data as well as comparative statewide data. Two report formats are currently available: summarized class experience and custom historical triangles. Summarized class experience queries provide access to class experience at various report levels while custom historical triangle queries provide access to detailed data by injury type and claims status (open, closed or combined). Both data sets are available through the latest 10 policy years. Output from both report formats can be grouped by class/industry group, premium range and geographical region within the state of Minnesota. During 2007, ARROW was updated to include the display of the 6th to 10th reporting levels of data.

** ACCEDE™ **

MWCIA’s financial data reporting tool, ACCEDE™ (Automated Carrier Call Entry and Data Edit), continues to provide members a flexible tool to summarize, edit and submit aggregate data. ACCEDE™ Online is a web-based product which allows users to directly input their Excel data and upload the completed file, significantly simplifying the overall reporting process.
**TRACER**

The internal TRACER (Tool for Ratemaking, Analysis of Class Experience & Research) engine continues to provide staff with growing flexibility for all class ratemaking processes. TRACER is now being used to produce class rate relativities, and affords staff comprehensive tools for thorough class ratemaking research and sensitivity testing.

**XRAY**

XRAY (Experience Rating Analysis Yardstick) was designed to evaluate the effectiveness of the Minnesota Workers’ Compensation experience rating plan. XRAY continues to be used to test the plan’s parameters, forecast distributions of outcomes and perform sensitivity testing.
INFORMATION TECHNOLOGY

OAR (ONLINE ASSIGNED RISK)

The Online Assigned Risk application that we developed for the Minnesota Workers’ Compensation Assigned Risk Program (MWCARP) went online in 2007 allowing an agent or employer to complete and submit an electronic payment for an assigned risk application.

The electronic payment portion of the transaction is completed using a secure US Bank website and the data from the application itself is packaged as a PDF along with all relevant communications and attachments and transferred to the assigned risk carriers. Data is also transmitted to the assigned risk carriers in an XML format to allow further automation.

<table>
<thead>
<tr>
<th>Description</th>
<th>OAR Count</th>
<th>Paper Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned</td>
<td>1624</td>
<td>6567</td>
</tr>
<tr>
<td>Returned</td>
<td>459</td>
<td>209</td>
</tr>
</tbody>
</table>

ACCEDE™ ONLINE

The ACCEDE™ Online system was upgraded to allow for an Excel spreadsheet upload and it is now able to generate the entire filing as a report in one PDF.

Significantly enhanced in 2007, ACCEDE™ Online is now able to capture 30 years of data, an exponential increase over current levels. In addition, a new Reconciliation Form was incorporated.
SYSTEM UPGRADES

Over the past year, we have made numerous upgrades to our systems to better serve our customers and to further facilitate the gathering and organization of an ever-widening range of data. Among the more noteworthy upgrades, we:

- Installed MWCIA's first 64 bit Server as a domain controller;
- Established second high speed connection to co-location website;
- Purchased a Ricoh SP8100DN high speed printer;
- Installed two new Dell PowerEdge 2850 servers;
- Installed network (Orion) and web-internet (Pearl) monitoring software;
- Moved the Spectrum database onto Dell 64 bit server; and
- Purchased a new tape backup system which came in three parts:
  1. Dell PowerEdge 2950 server;
  2. Dell LT2000 24 disk LTO Robotic Tape Library; and
  3. Symantec Backup Exec 11d “backup software”
NEW ITEMS

In 2007, we initiated and/or completed a number of projects, programs and procedures to increase efficiencies and provide the highest possible services to our members, including:

COMMERCE/MWCIA SCHEDULING SHAREPOINT SITE

The Minnesota Department of Commerce and MWCIA jointly developed and now maintain a common Internet accessible Sharepoint site to monitor staff availability and deadlines.

CONTACT MANAGEMENT SYSTEM (CMS)

MWCIA embarked on a new CMS effort in 2007. The project objectives include redesigning existing systems and leveraging new technology to link the contact management components of all internal production systems into one unified presentation of our customer base.

COLLABORATIVELY DEVELOPED SOFTWARE

In 2007, MWCIA entered into an agreement with Wisconsin and Massachusetts to acquire and further develop software that will allow carriers secure access to electronic copies of rate sheets (now distributed via mail), and allow viewing of policy and submission notes. MWCIA is also working with these bureaus on Web Access software that can provide a more uniform access model across bureaus.
**MWCIA WEBSITE**

The MWCIA Website continued an upward trend in virtually every metric in 2007. New products are coming online each year and the insurance industry is moving steadily in the direction of electronic communications.

In recognition of the importance of the MWCIA website, we initiated a website redesign effort in 2007, culminating with a meeting with carrier representatives to preview and solicit comments on the new design.

Combined with this effort are significant “under the hood” changes, the most important of which is the elimination of an entire database management system to reduce costs and align ourselves more closely with our collaborative partners. A production rollout of the new site is scheduled for early 2008.

**SPECTRUM**

Spectrum 3.0 Release 12 is currently in production and testing. MWCIA has 115 active CDX WCSTAT accounts and 67 WCPOLS accounts. Eight carriers are testing WCPOLS via CDX. Four carriers receive WCRATINGS files through CDX.
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>255</td>
<td>401</td>
<td>367</td>
<td>494</td>
</tr>
<tr>
<td>Feb</td>
<td>290</td>
<td>386</td>
<td>233</td>
<td>411</td>
</tr>
<tr>
<td>Mar</td>
<td>421</td>
<td>429</td>
<td>408</td>
<td>472</td>
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<td>April</td>
<td>361</td>
<td>410</td>
<td>402</td>
<td>465</td>
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<tr>
<td>May</td>
<td>369</td>
<td>400</td>
<td>438</td>
<td>511</td>
</tr>
<tr>
<td>June</td>
<td>415</td>
<td>410</td>
<td>388</td>
<td>455</td>
</tr>
<tr>
<td>July</td>
<td>396</td>
<td>363</td>
<td>390</td>
<td>511</td>
</tr>
<tr>
<td>Aug</td>
<td>351</td>
<td>460</td>
<td>452</td>
<td>512</td>
</tr>
<tr>
<td>Sept</td>
<td>360</td>
<td>416</td>
<td>390</td>
<td>458</td>
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<tr>
<td>Oct</td>
<td>461</td>
<td>427</td>
<td>419</td>
<td>562</td>
</tr>
<tr>
<td>Nov</td>
<td>400</td>
<td>394</td>
<td>427</td>
<td>474</td>
</tr>
<tr>
<td>Dec</td>
<td>345</td>
<td>344</td>
<td>431</td>
<td>476</td>
</tr>
</tbody>
</table>
FUTURE PROJECTS

Original 2007 priorities remain intact (MUSR, Web Development, and Data Integrity); but many more have been added, including contact management and integration of the new web products discussed above. Among these, a new project has been discussed that would enhance the current “View Policy” application under development to a “Manage Policy” application allowing policy edits online.
MWcia fulfills many roles to meet many needs. We are able to achieve this, not only through our own products and services, but because we have joined hands with a number of other associations and organizations in our industry. Indeed, it is in this spirit of collaboration that we have realized some of our greatest breakthroughs and have played a role in the advancement of our industry overall.

ACCCT

The American Cooperative Council on Compensation Technology (ACCCT) is comprised of the state workers’ compensation data collection organizations in California, Massachusetts, Michigan, Minnesota, New York, North Carolina, Pennsylvania/Delaware, Wisconsin, New Jersey and the Insurance Service Office. ACCCT’s products include:

- **BEEP™ (Bureau Entry and Edit Package)** allows carriers and reporting organizations to transmit unit statistical information between any state insurance advisory and/or rating organization that is a BEEP™ member. A web-enabled BEEP™ product is available allowing the electronic storage and transmission of unit statistical data.

- **PEEP™ (Policy Entry and Edit Package)** allows policy reporting organizations to electronically enter, edit and transmit policy information to a Data Collection Organization. Fully operational in 2003, PEEP™, like BEEP™, is totally web-based.
CDX (COMPENSATION DATA EXCHANGE)

Developed in 2003, this data super highway accelerates the secure, electronic transmission of data between member insurers and Data Collection Organizations. A number of ACCCT Partners are also making use of the Experience Mod Work Sheet capability available through CDX.

SPECTRUM™ PARTNERS, LLC

SPECTRUM™ Partners, LLC has developed an internal relational database operating system that serves as the foundation for many products and services.

The SPECTRUM™ suite of products continues to grow. The on-going success for SPECTRUM™ can be attributed to a strong partnership of the following state associations:

- Minnesota
- Wisconsin
- New York
- North Carolina
- Massachusetts

Among SPECTRUM’s™ various products is ABACUS™ (Algorithm to Build, Aggregate and Compile Unit Statistical data), a powerful tool for compiling collected payroll and claim data into a variety of summarized tables and reports for use in the ratemaking process of ACCCT members.
ADDITIONAL RELATIONSHIPS

MWcia is an active participant in national organizations such as:

- **WCIO (Workers’ Compensation Insurers’ Organization)** chartered in 1995 to develop uniformity of standards with respect to forms, electronic transmissions, filings and other tools and systems necessary to the industry.

- **IAIABC (International Association of Industrial Accident Boards and Commissions)**

- **IDMA (Insurance Data Management Association)**

Our extended relationships and audiences also include the Minnesota Department of Commerce, the Minnesota Department of Labor and Industry, as well as the Minnesota Workers’ Compensation Reinsurance Association (WCRA), which was founded in 1979 to provide low-cost reinsurance for Minnesota insurers and self-insurers. MWCIA Actuary, Craig Anderson, has served on the WCRA’s actuarial committee since its inception.

Whenever we are able to provide assistance, technical or otherwise, to any organization in the workers’ compensation arena, we strive to assist that organization’s ability to better serve its audiences.

Indeed, it is through this cooperation and overlap among our fellow state associations, government and regulatory bodies, our members, and our internal departments that our capabilities have continued to evolve in leaps and bounds. What’s more, in the process, we truly further the core of our mission to be the “quality provider of information and services.”
POLICY REVIEW/POLICY ENTRY

An important activity of the Association is the capture of policy coverage information and the management of the Insurance Coverage Verification System (ICVS). The ICVS function provides the Department of Labor and Industry with computer-generated online information on workers’ compensation insurance coverage and eliminates the carriers’ obligation to file notifications of coverage and cancellation with the Department. In 2007, a total of 127,170 policies were collected with 87% of those being collected electronically. Click here if you are interested in viewing additional information on the number of policies, endorsements and cancellations processed by MWCIA during 2007.

UNIT STATISTICAL PLAN

Unit Statistical Plan data is collected, processed, and tabulated for use in developing the classification data with the Association’s Annual Ratemaking Report. For policy year 1/1/05 to 12/31/05, a total of 148,460 reports were collected. Click here to view a four-year summary listing of this activity.

MERIT RATING

Minnesota statutes require that all Assigned Risks not eligible for experience rating must be subject to a Merit Rating Plan developed by the Department of Commerce. A total of 26,284 Assigned Risk files were published for Merit Rating in 2007. Click here to view the 2007 Merit Ratings that were distributed.
EXPERIENCE RATING

During 2007, we continued our activities in connection with the experience rating of employers. 26,449 Minnesota intrastate experience ratings were published, including revisions. Click here to view the 2007 breakdown of current Minnesota intrastate ratings by modification factor.

REVENUE AND EXPENSES

MWCIA had revenues of $6,865,019 of which $5,524,380 were collected through the assessment process. Click here to view the breakdown of revenues and expenses.

INSOLVENT FUND ACCOUNT

The Association continues to make regular payments to claimants of Security Casualty Company of Chicago. No assessments were levied in 2007.

FINES

The Association has a fining procedure for delinquent, incorrect, or incomplete unit reports. This procedure generated $51,875 in 2007.

COMMITMENTS AND CONTINGENCIES

Future minimum lease obligations total $937,315. Click here to view the breakdown of future minimum lease obligations.
POLICY REVIEW/POLICY ENTRY

An important activity of the Association is the capture of policy coverage information and the management of the Insurance Coverage Verification System (ICVS). The ICVS function provides the Department of Labor and Industry with computer-generated online information on workers’ compensation insurance coverage and eliminates the carriers’ obligations to file notifications of coverage and cancellation with the Department. In 2007, a total of 127,170 policies were collected with 87% of those being collected electronically.

<table>
<thead>
<tr>
<th></th>
<th>Assigned Risk</th>
<th>Voluntary Market</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies (paper)</td>
<td>471</td>
<td>15,928</td>
<td>16,399</td>
</tr>
<tr>
<td>Policies (electronic)</td>
<td>31,276</td>
<td>79,495</td>
<td>110,771</td>
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<tr>
<td>Endorsements (paper)</td>
<td>2,682</td>
<td>137,990</td>
<td>140,672</td>
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<tr>
<td>Endorsements (electronic)</td>
<td>319,190</td>
<td>604,886</td>
<td>924,076</td>
</tr>
<tr>
<td>Cancellations (paper)</td>
<td>243</td>
<td>6,905</td>
<td>7,148</td>
</tr>
<tr>
<td>Cancellations (electronic)</td>
<td>19,473</td>
<td>39,928</td>
<td>59,401</td>
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<tr>
<td>Subtotals</td>
<td>373,335</td>
<td>885,132</td>
<td>1,258,467</td>
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</table>
UNIT STATISTICAL PLAN

Unit Statistical Plan data is collected, processed, and tabulated for use in developing the classification data with the Association’s Annual Ratemaking Report.

<table>
<thead>
<tr>
<th>Policy Year</th>
<th>Year Tabulated &amp; Summarized</th>
<th>Number of Reports</th>
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<tbody>
<tr>
<td>1-1-02 to 12-31-02</td>
<td>2004</td>
<td>131,910</td>
</tr>
<tr>
<td>1-1-03 to 12-31-03</td>
<td>2005</td>
<td>153,917</td>
</tr>
<tr>
<td>1-1-04 to 12-31-04</td>
<td>2006</td>
<td>152,307</td>
</tr>
<tr>
<td>1-1-05 to 12-31-05</td>
<td>2007</td>
<td>148,460</td>
</tr>
</tbody>
</table>

MERIT RATING

Minnesota statutes require that all Assigned Risks not eligible for experience rating must be subject to a Merit Rating Plan developed by the Department of Commerce. A total of 26,284 Assigned Risk files were published for Merit Rating in 2007. The 2007 Merit Ratings were distributed as indicated on the chart below.

<table>
<thead>
<tr>
<th>Merit Rating Factor</th>
<th>Number of Assigned Risk Files</th>
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<tbody>
<tr>
<td>0.67</td>
<td>24,419</td>
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<tr>
<td>0.90</td>
<td>1,183</td>
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<td>579</td>
</tr>
<tr>
<td>1.10</td>
<td>103</td>
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</table>
EXPERIENCE RATING

During 2007, we continued our activities in connection with the experience rating of employers. 26,449 Minnesota intrastate experience ratings were published, including revisions. The 2007 breakdown of current Minnesota intrastate ratings by modification factor is as follows:

<table>
<thead>
<tr>
<th>Total Ratings between</th>
<th>Count</th>
</tr>
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<tbody>
<tr>
<td>0.01 &amp; 0.49</td>
<td>2</td>
</tr>
<tr>
<td>0.50 &amp; 0.59</td>
<td>0</td>
</tr>
<tr>
<td>0.60 &amp; 0.69</td>
<td>13</td>
</tr>
<tr>
<td>0.70 &amp; 0.79</td>
<td>250</td>
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<tr>
<td>0.80 &amp; 0.89</td>
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<td>0.90 &amp; 0.99</td>
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<tr>
<td>1.00 &amp; 1.09</td>
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<tr>
<td>1.10 &amp; 1.19</td>
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<td>1.20 &amp; 1.29</td>
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<td>1.30 &amp; 1.39</td>
<td>871</td>
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<td>1.40 &amp; 1.49</td>
<td>512</td>
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<td>1.50 &amp; 1.59</td>
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<td>1.70 &amp; 1.79</td>
<td>100</td>
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<td>1.90 &amp; 1.99</td>
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<tr>
<td>greater than 1.99</td>
<td>59</td>
</tr>
</tbody>
</table>
REVENUE AND EXPENSES

MWcia had revenues of $6,865,019 of which $5,524,380 was collected through the assessment process.

Revenues
- Assessments  $5,524,380  80.5%
- Contract Services  $653,688  9.5%
- USP Fines  $51,875  .8%
- Other  $334,271  4.8%
- Paper Processing  $300,805  4.4%

$6,865,019  100%

Expenses
- Compensation  $3,948,596  61.5%
- Management, General and Other  $1,003,376  15.6%
- Management Information Systems  $942,055  14.7%
- Rent & Utilities  $529,697  8.2%

$6,423,724  100%
COMMITMENTS AND CONTINGENCIES

Future minimum lease obligations total $937,315.

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>235,220</td>
</tr>
<tr>
<td>2009</td>
<td>238,750</td>
</tr>
<tr>
<td>2010</td>
<td>236,464</td>
</tr>
<tr>
<td>2011</td>
<td>226,881</td>
</tr>
<tr>
<td>Thereafter</td>
<td>–</td>
</tr>
<tr>
<td>Total</td>
<td>$937,315</td>
</tr>
</tbody>
</table>
THE MEMBERS
WE SERVE

ACCIDENT FUND COMPANY OF AMERICA

ACE LIMITED
- Ace American Insurance Company
- Ace Fire Underwriters Insurance Company
- Ace Indemnity Insurance Company
- Ace Property & Casualty Insurance Company
- Bankers Standard Fire & Marine Company
- Bankers Standard Insurance Company
- Century Indemnity Company
- Indemnity Insurance Company of North America
- Insurance Company of North America
- Pacific Employers Insurance Company
- Westchester Fire Insurance Company

ACUITY, A MUTUAL INSURANCE COMPANY

ADVANTAGE WORKERS COMPENSATION INSURANCE COMPANY

AETNA INSURANCE COMPANY OF CONNECTICUT

AFFILIATED FM INSURANCE COMPANY

ALASKA NATIONAL INSURANCE COMPANY

ALEA HOLDINGS US COMPANY
- Alea North America Insurance Company

ALL NATION INSURANCE COMPANY

ALLIANZ GLOBAL RISKS US INSURANCE COMPANY

ALLMERICA PROPERTY & CASUALTY COMPANIES, INC.
- Hanover Insurance Company
- Massachusetts Bay Insurance Company

ALLSTATE INSURANCE GROUP
- Allstate Indemnity Company
- Allstate Insurance Company
- Allstate Property & Casualty Insurance Company

AMCOMP INCORPORATED
- Amcomp Preferred Insurance Company

AMERICO
- Republic Western Insurance Company

AMERICAN CENTENNIAL INSURANCE COMPANY

AMERICAN COMPENSATION INSURANCE GROUP
- American Compensation Insurance Company
- Bloomington Compensation Insurance Company

AMERICAN CONTRACTORS INSURANCE GROUP
- ACIG Insurance Company

AMERICAN COUNTRY INSURANCE COMPANY

AMERICAN EMPIRE INSURANCE COMPANY

AMERICAN FAMILY MUTUAL INSURANCE COMPANY

AMERICAN FUJI FIRE & MARINE INSURANCE COMPANY

AMERICAN INTERNATIONAL GROUP
- AIG Advantage Insurance Company
- AIG Casualty Company
- AIG Insurance Company
- American Home Assurance Company
- American International Insurance Company
- Commerce & Industry Insurance Company
- Granite State Insurance Company
- Illinois National Insurance Company
- Insurance Company of the State of Pennsylvania
- National Union Fire Insurance Co. of Pittsburgh, PA
- New Hampshire Insurance Company

AMERICAN NATIONAL PROPERTY & CASUALTY COMPANY

AMERICAN RELIABLE INSURANCE COMPANY

AMERICAN ROAD INSURANCE COMPANY

AMERICAN SAFETY INSURANCE GROUP
- American Safety Casualty Insurance Company

AMERICAS INSURANCE COMPANY

AMERISAFE, INCORPORATED
- American Interstate Insurance Company

AMERISURE COMPANIES
- Amerisure Mutual Insurance Company

AMTRUST GROUP
- Technology Insurance Company
- Wesco Insurance Company

AON CORPORATION
- Atlanta International Insurance Company
APCAPITAL INCORPORATED
American Physicians Assurance Corporation
AP Specialty Insurance Corporation
Insurance Corporation of America

ARCH INSURANCE COMPANIES
ARCH Insurance Company
ARCH Reinsurance Company

ARGONAUT INSURANCE GROUP
Argonaut Great Central Insurance Company
Argonaut Insurance Company
Argonaut-Midwest Insurance Company

ARROWOOD CAPITAL CORPORATION
Arrowwood Indemnity Company

ATLANTIC MUTUAL INSURANCE GROUP
Atlantic Mutual Insurance Company
Centennial Insurance Company

AUSTIN MUTUAL INSURANCE COMPANY

AUTO-OWNERS INSURANCE GROUP
Auto-Owners Insurance Company
Owners Insurance Company

AXA CORPORATE SOLUTIONS GROUP
AXA Corporate Solutions Reinsurance Company
AXA Insurance Company

AXIS U.S. INSURANCE
AXIS Reinsurance Company

Baldwin and Lyons Inc.
Protective Insurance Company
Sagamore Insurance Company

BANCINSURE INCORPORATED

BENCHMARK INSURANCE COMPANY

BITUMINOUS CASUALTY CORPORATION
Bituminous Casualty Corporation
Bituminous Fire & Marine Insurance Company

BROTHE RHOOD MUTUAL INSURANCE COMPANY

BURLINGTON INSURANCE GROUP
First Financial Insurance Company

CATERPILLAR INSURANCE COMPANY

CENTRE INSURANCE COMPANY

CENTURION INSURANCE GROUP
Centurian Casualty Company

CHEROKEE INSURANCE COMPANY

CHUBB GROUP OF INSURANCE COMPANIES
Chubb Indemnity Insurance Company
Chubb National Insurance Company
Executive Risk Indemnity Inc.
Federal Insurance Company
Great Northern Insurance Company
Pacific Indemnity Company
Vigilant Insurance Company

CHURCH MUTUAL INSURANCE COMPANY

CINCINNATI INSURANCE COMPANIES
Cincinnati Casualty Company
Cincinnati Indemnity Company
Cincinnati Insurance Company

CLARENDON INSURANCE GROUP
Clarendon National Insurance Company

CNA INSURANCE GROUP
American Casualty Company of Reading, PA
Continental Casualty Company
Continental Insurance Company
National Fire Insurance Company of Hartford
Transcontinental Insurance Company
Transportation Insurance Company
Valley Forge Insurance Company

COMPANION PROPERTY AND CASUALTY INSURANCE
Companion Property and Casualty Insurance Company
Companion Commercial Insurance Company

COMPASS INSURANCE COMPANY

CONTINENTAL NATIONAL INDEMNITY COMPANY

CONVERIUM INSURANCE INC.
Converium Insurance (North America) Inc.

COOPERATIVE MUTUAL INSURANCE COMPANY

CRUM & FORSTER INSURANCE GROUP
Crum & Forster Indemnity Company
North River Insurance Company

CUMIS INSURANCE SOCIETY, INC.

DAIMLER CHRYSLER INSURANCE COMPANY

DAKOTA TRUCK UNDERWRITERS
Dakota Truck Underwriters
First Dakota Indemnity

DALLAS NATIONAL INSURANCE COMPANY

DELOS INSURANCE COMPANY

DIAMOND INSURANCE COMPANY

ELECTRIC INSURANCE COMPANY

EMC INSURANCE COMPANIES
EMCASCO Insurance Company
Employers Mutual Casualty Company
Our 2007 Annual Meeting was called to order at 1:30 p.m., Tuesday, April 17, 2007, in the MWClA offices, 7701 France Avenue South, Suite 450, Edina, Minnesota.

The following members were elected to fill the traditional four-year director terms of those terms that had expired:

**Director:**

Mr. Scott Holzerland  
Representing: Federated Insurance Companies (non-stock)

Mr. Bill Murphy  
Representing: Liberty Mutual Insurance Company (non-stock)

At the Annual Meeting, the Board approved an amendment to the Articles of Association removing Article V, Section 65.02, regarding Self-Insurer Associate Membership.

During 2006-07, we held four board meetings at which we focused our discussions on the 2007 Ratemaking Report, web-based delivery of MWClA products and services, industry-wide collaborative efforts, MWClA manuals, and communications.
As of December 31, 2007, the members of our Board were as follows. Please click on the respective name of any member of our board to see his or her resume and credentials.

**Director:**
- Mr. Keith Krueger
- Mr. John DeSanto
- Mr. Scott Holzerland
- Mr. Brandon Miller*
- Mr. Peter Caminiti
- Mr. Bill Dupont
- Mr. Gary Thaden*
- Mr. Barry Preslaski
- Ms. Fran Kaitala
- Mr. Bruce Kaufenberg
- Mr. Paul Nelson
- Mr. Will Ribbens

**Representing:**
- American Compensation Insurance Company
- American International Group
- Federated Insurance Companies
- Ingenix
- Liberty Mutual Insurance Company
- Lumbermen’s Underwriting Alliance
- MN Mechanical Contractors Association
- Owners Insurance Company
- SFM Mutual Insurance Company
- Travelers Insurance Companies
- Western National Mutual Insurance Company
- Zurich N.A. Insurance Company

*Public member appointed by the Minnesota Department of Commerce.
BIOGRAPHY OF PETER CAMINITI
DISTRICT UNDERWRITING MANAGER
LIBERTY MUTUAL

A native of Roxbury, CT, Peter Caminiti began his career with Arthur Andersen LLP’s Assurance and Business Advisory Services insurance practice in Hartford, CT.

After his time in public accounting, Peter joined Liberty Mutual in a variety of financial capacities in Boston. He left his native New England to accept the financial manager position for Liberty’s Midwest District where he was named to his current position as district underwriting manager.

Peter was active as a Big Brother during his time in Boston. After moving to the Midwest, he pursued his interest in flying and is an aspiring private pilot. He makes his home in Schaumburg, IL.
BIOGRAPHY OF JOHN G. DESANTO

BRANCH MANAGER

AMERICAN INTERNATIONAL GROUP (AIG)

A native of New Haven, CT, John G. DeSanto graduated from St. Anselm’s College with a B.A. degree in history (1965) and from the University of Bridgeport with an M.A. in history (1971).

In 1976, he was transferred to Minneapolis as multi-peril supervisor with Aetna Insurance and became underwriting manager in 1980 in the merger that became known as Cigna.

In 1985, Mr. DeSanto joined J. H. Crowther (Swett Insurance Managers) as branch manager and went on to become regional vice president of New Hampshire Insurance Company by 1988. When AIG closed that office, he moved over to the company’s Minneapolis office, accepting his current position as branch manager.

He holds both a property/casualty license and a surplus lines license. His industry designations are CPCU and AIM (Associate in Management).

Former president of the Branch Manager’s Association (1995-98) as well as a past president of the Twin City Insurance Association (1998), Mr. DeSanto is a member of Calvary Lutheran Church in Golden Valley, MN where he participates in a number of activities.

An avid sports enthusiast, John coaches both hockey and soccer and is a past recipient of the McNamara Coaching Award. He enjoys reading, jogging and travel. He makes his home in Plymouth, MN, with his wife, Deborah, and her three daughters.
BIOGRAPHY OF WILLIAM R. DUPONT

DISTRICT MANAGER
LUMBERMEN’S UNDERWRITING ALLIANCE

A native of Minneapolis, MN, Bill DuPont earned his Bachelor of Science degree in marketing at St. Cloud State University (1982) before joining Pacific Toy House as a sales producer.

In 1986, Mr. DuPont joined Lumbermen’s Underwriting Alliance where he currently serves as a district manager. He holds the industry designation of CIC (certified insurance counselor).

An avid golfer, Bill also enjoys fishing, hiking and reading. He makes his home in Eden Prairie, MN, with his wife, Suzette, and their two children.
BIOGRAPHY OF SCOTT HOLZERLAND
UNDERWRITING PRODUCT MANAGER
FEDERATED INSURANCE COMPANIES

A native of Owatonna, MN, Scott Holzerland holds a bachelor’s degree in Business Administration from Gustavus Adolphus College (1985).

Scott is a home office underwriting product manager for Federated Mutual Insurance and holds a CPCU (Chartered Property Casualty Underwriter) designation.

He and his wife, Katie, make their home in Owatonna with their three children. He enjoys playing hockey and golf.
BIOGRAPHY OF FRANCES M. KAITALA
VICE PRESIDENT,
STRATEGIC BUSINESS OPERATIONS
SF M MUTUAL INSURANCE COMPANY

Fran Kaitala is vice president of strategic business operations of SFM Mutual Insurance Company, a workers’ compensation insurer headquartered in Bloomington, Minnesota.

Ms. Kaitala joined SFM in 1984, shortly after its inception, as underwriting manager. She was elected assistant vice president and underwriting manager in 1987, vice president, underwriting in 1991 and vice president of insurance operations in 1995. In 2005, she was elected to her current position. She is responsible for the underwriting and claims operations of the company.

Ms. Kaitala has an extensive underwriting background, having worked for Crum & Forster Insurance Group, Bituminous Insurance Company, Argonaut Insurance Company and Travelers Insurance Company, before joining SFM.
BIOGRAPHY OF BRUCE KAUFENBERG
SECOND VICE PRESIDENT,
WORKERS COMPENSATION PRODUCT MANAGEMENT
TRAVELERS INSURANCE COMPANIES

A native of St. Paul, MN, Bruce Kaufenberg earned a degree in finance at St. Cloud State University, before joining the St. Paul Companies as a commercial lines underwriter. Advancing through the underwriting ranks, he currently serves as a second vice president for Workers Compensation Product Management. He holds the industry designations of ARM and CPCU.

Mr. Kaufenberg has been actively involved with the Wisconsin Compensation Rating Bureau, New Jersey Compensation Rating and Inspection Bureau, American Insurance Association Workers Compensation Committee and the National Workers Compensation Reinsurance Pool.

He enjoys fishing, fine woodworking and makes his home in Lake Elmo, Minnesota.
BIOGRAPHY OF KEITH D. KRUEGER

PRESIDENT
AMERICAN COMPENSATION INSURANCE COMPANY

A military dependent born in Guantanamo Bay, Cuba, Keith Krueger began his career with Sentry Insurance, A Mutual Company. He was named underwriting manager in 1985.

In 1995, he left Sentry to join American West Insurance Company as vice president of underwriting and marketing, then joined Citizens Security Mutual Insurance in 1997 as underwriting manager. In 1998, he joined RTW as director of underwriting services, a position he held until 2002 when he was named vice president of insured properties. Keith currently has the role of president of American Compensation Insurance Company.

Mr. Krueger is a Chartered Property and Casualty Underwriter (CPCU) member and is a member of its Twin Cities Chapter.

An avid golfer, he makes his home in Cottage Grove, MN, with his wife, Cece, and their three children.
BIOGRAPHY OF BRANDON MILLER

PRODUCT DEVELOPMENT MANAGER,

P&C MARKETS

INGENIX

A native of St. Paul, MN, Brandon Miller earned his Bachelor of Arts degree in Social Welfare and Developmental Psychology from the University of Minnesota in 1985. He also earned his MBA in Finance and Risk Management from the Carlson School of Management (University of MN).

In 1990, Mr. Miller joined the Minnesota Department of Labor and Industry as a mediator and arbitrator, becoming senior claims manager in 1993. The following year, he accepted a position in the Department as director of the Special Compensation Fund. He added directorships of Rehabilitation and Medical Affairs and Research and Statistics Units.

In 2002, he left the public sector and joined Hays Companies as vice president of consulting.

In November 2005, Brandon joined Ingenix, a United Health Group Company, as product development manager for P&C markets.

An avid sports enthusiast, Brandon enjoys baseball, skiing, biking, golfing and camping, as well as reading. He makes his home in North St. Paul, MN, with his wife, Cathy, and three children.
BIOGRAPHY OF PAUL NELSON

SENIOR VICE PRESIDENT, COMMERCIAL LINES MANAGER
WESTERN NATIONAL MUTUAL INSURANCE COMPANY

A native of Sioux Falls, SD, Paul Nelson earned his Bachelor of Arts degree in history at Augustana College (1969) before joining Western National Insurance Company as a personal lines underwriter.

A long-time employee of Western National (over 30 years), Mr. Nelson moved to commercial lines underwriting in 1973 and was made an officer of the company in 1984. He currently serves as the company’s executive vice president and commercial lines manager. In addition, he sits on the Board of Directors of their subsidiary, Western National Assurance Co. He holds the industry designation of CPCU (charter property casualty underwriter).

A former member of the Falcon Heights Park and Recreation Commission (1983 to 1988), Paul enjoys fishing, golfing and reading. He makes his home in Roseville, MN, with his wife, Linda. The couple has two grown daughters.
BIOGRAPHY OF BARRY M. PRESLASKI

REGIONAL VICE PRESIDENT
OWNERS INSURANCE COMPANY

A native of Green Bay, WI, Barry Preslaski earned his bachelor of science degree as well as his masters degree in business administration from Drake University (1987, 1988) before joining American Family Insurance (West Des Moines, IA office) in 1989.

In 1991, Mr. Preslaski joined Owners Insurance Company in Lansing, MI, as a personal lines underwriter. He remained with the company’s Lansing office through 1995, working on to the positions of commercial lines underwriter and home office line underwriter, before becoming marketing representative for the Lansing office.

Mr. Preslaski returned to West Des Moines, IA, as marketing representative in 1996. He was promoted to underwriting supervisor by 1999 and became underwriting manager in 2000.

Deciding on a move in 2001, he accepted a position as underwriting manager in the company’s White Bear Lake, MN, office and by 2002, was promoted to his current position of regional vice president. He holds the industry designations of CPCU and CLU.

An avid sports enthusiast, Barry enjoys camping, boating and other outdoor activities. He makes his home in Lino Lakes, MN, with his wife, Victoria, and their son, Kyle.
BIOGRAPHY OF WILLIAM F. RIBBENS

SENIOR ACCOUNT EXECUTIVE
ZURICH NORTH AMERICAN INSURANCE CO.

William F. Ribbens is a native of Wisconsin.

In 1985, Mr. Ribbens joined Berkley Administrators in the claim department. By 1991, he had been promoted to Senior Claim Representative. From 1991 to 1999 he worked with the St. Paul Companies in positions of progressing responsibility including large account claim coordinator and underwriting associate.

In 2000, Mr. Ribbens joined Zurich North American Insurance Co., where he currently serves as senior account executive. He holds the industry designation of Chartered Property Casualty Underwriter (CPCU).

A former board member for the Tapestry Folkdance Center in Minneapolis, MN, from 1998 to 2003, Mr. Ribbens also served as its president in 2002 to 2003.

Will enjoys biking, golfing, scuba diving, dancing and traveling to new and interesting places. He makes his home in St. Paul, MN.
BIOGRAPHY OF GARY K. THADEN
GOVERNMENT AFFAIRS DIRECTOR,
PETTERSEN & ASSOCIATES, INC.

A native of Minnesota, Gary K. Thaden earned a bachelor of elected studies degree in liberal arts from the University of Minnesota before attending William Mitchell College of Law (St. Paul) where he earned his J.D. degree (1984).

The government affairs director for Pettersen & Associates, he is a member of both the Minnesota and American Bar Associations and the Minnesota Workers’ Compensation Advisory Council. Mr. Thaden is a nationally recognized health care speaker.

In addition, he serves on the board of directors for Friends of the Sherlock Holmes Collection (University of MN) and is president of Norwegian Explorers. He is trustee on the Minneapolis Public Library Board and is a former member of several other civic organizations.

An avid reader, Gary also enjoys collecting books, especially those involving Sherlock Holmes and Arthur Conan Doyle. He makes his home in Minneapolis with his wife and their two daughters.
MWCIA MANAGEMENT TEAM

Bruce Tollefson, President

Kathleen Peterson, Vice President, Operations, Treasurer and Secretary

Chuck Eldridge, Vice President, Information Technology

Craig Anderson, Vice President, Actuarial Services

OUR STAFF
REALIZING OUR GOALS
MEMBER & CUSTOMER SERVICES

Staff: Jeff Kvam, Marie Johnson, Melodie LaChapelle, Jodell Miller, Caroline Timmerman, and Glenn Colby

Main Functions

- Member & Customer Services is the primary link to the public, providing assistance to employers, agents, carriers, state regulators, legislative representatives and other interested parties. Staff answers questions related to such things as classifications, experience modification calculations and rules, basic manual rules, Assigned Risk rules, procedures and classifications, MCPAP application assistance, audit procedures, ownership, etc.

- Includes Field Service staff that performs Test Audits and Classification Surveys.

- Publishes Circular Letters and MWCIA’s quarterly newsletters.

- Coordinates, researches and/or prepares filings of various manual rules, forms and classification changes with the Department of Commerce.

- Develops and publishes informational brochures on a variety of workers’ compensation topics.

- Provides education and information to agents, employers and member carriers through outside speaking engagements and by attending industry trade shows.
DATA QUALITY

Staff: Pam Flaten

Main Functions

- Data quality assurance.
- Develops processes and procedures for operational workflow.
- Key representative for Data Quality Industry Groups, Forums, and Industry Committee Work Groups.

UNIT STATISTICAL/EXPERIENCE RATING

Staff: Penny Sjoquist, Ora Lowery, Cindy Westphal, Letha Kuehn and Christine Flaschberger

Main Functions

- Collects, analyzes, interprets and summarizes statistical data for the voluntary market.
- Administers notice and/or fining process for incorrect or late reporting of unit statistical data.
- Handles unit statistical data reporting inquiries from carriers and other interested parties.
- Oversees experience ratings, interstate ratings and merit ratings.
- Researches and resolves policy ownership change issues.
**ACTUARIAL**

**Staff:** Sharon Bye

**Main Functions**
- Coordinates the various actuarial, statistical, reporting and administrative aspects of the process for publishing the annual Ratemaking Report.
- Develops, maintains and provides actuarial, statistical and economic technical expertise for both internal and external sources.

**POLICY DATA ENTRY**

**Staff:** Jane Payne, Gayle Dussling, Lerice McMillan, Vicki Evenson, Penny Lord, Kim Eckhart, and Phyllis Rence

**Main Functions**
- Data entry of policies, endorsements, cancellations and reinstatements.
- Initiates requests for additional or corrected policy information, when appropriate.
- Data entry of MCPAP applications.
- Processes Assigned Risk applications including the calculation of premium quotes.
- Responds to inquiries on Assigned Risk Applications from employers, agents and other interested parties.
POLICY TAPE

Staff: Kim LaHoud, Jody Hetrick and Mary Munt

Main Functions
- Reviews, analyzes and validates policy data information submitted electronically by member carriers.
- Key liaison in communicating and resolving issues with member carriers related to the electronic submission of policy data to MWCIA.

HUMAN RESOURCE & ACCOUNTING

Staff: Karen Ose and Sue Erickson

Main Functions
- Assists in planning and directing the accounting and budgeting activities for MWCIA.
- Administers the assessment and reapportionment of member carriers.
- Manages the Human Resource function for MWCIA personnel.

ADMINISTRATION/FACILITIES

Staff: Jan Olson, Margaret Clark, Carmen Day and Mary Loehrs

Main Functions
- Coordination of membership tracking and maintaining email distribution lists.
- Responsible for receptionist duties and mailroom activities.
- Provides administrative support to management and Board of Directors, including the planning of annual events for member carriers such as the Annual Meeting, Annual Lunch and Annual Golf Outing.
- Handles facilities including office space and telephone systems.
INFORMATION TECHNOLOGY

Staff: Muhammad Kashif, Tom Goodrich, Savitha Venkateshaiah, Ailyna Khath, Pat Riley, Scott Gatzke, Marc Coleman, Debbie Peterson, Sue Levey, Deb Ronald and Bill Kostur

Main Functions

- Responsible for database administration including software and web development.
- Provides technical help desk, batch job administration, system security, ensures networking capability, backup systems, connectivity and email capability.
- Responsible for imaging administration.
- Electronic data transmission (administration and loading).
- Provides user support documentation and training.
- Responsible for translating business needs (external and internal) into project designs by conducting requirement gathering and project documentation.
- Dual role of representing MWCIA and leading collaborative projects with other bureaus and state agencies.
- Represents MWCIA in industry standards discussions.
- Technical support of MWCIA website.
- Responsible for system testing.