



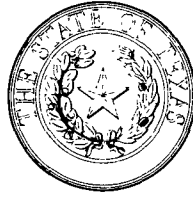
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Kristofer Monson
Chief Administrative Law Judge

February 12, 2020

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VIA EMAIL

Re: Mediation, SOAH Docket No. 473-19-6762; Docket No. 48454
COMPLAINT OF NZINGA HUGHES

Dear Parties:

By agreement, the mediation in this case will take place by telephone **on February 13, 2020, at 9:00 a.m.** Judge Frazee and I will contact the parties at the telephone numbers you have supplied. Because we will need to conference in multiple parties, you may be called a little after 9:00 a.m. I appreciate your patience.

Judge Frazee and I wish you success in your efforts to reach common ground. If you have any questions, you may call me at 512-936-0703 or send me an email at joanne.summerhays@soah.texas.gov. Because this is a mediation, there is no rule regarding *ex parte* contacts. Everything you relay to Judge Frazee and me will be kept confidential.

Sincerely,

Joanne Summerhays
Mediator/Administrative Law Judge